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# CITY REPORT 1992-1993



City of  
Rochester, New Hampshire



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# **CITY REPORT 1992-1993**



**City of  
Rochester, New Hampshire**



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**MEMBERS OF THE  
ROCHESTER CITY GOVERNMENT  
AND  
REPORT OF THE AFFAIRS  
FOR 1992 - 1993  
(July 1, 1992 to June 30, 1993)**

**NEW HAMPSHIRE PRINTERS AND BUSINESS FORMS, INC.  
SOMERSWORTH, NEW HAMPSHIRE**

## **CITY MANAGER'S REPORT 1992-1993**

Since becoming City Manager in February 1993, there have been some trying times, but the good times have far outweighed them. I was hired by Council with the primary goal of working to help put the community on a solid financial footing. To that end we have:

1. Conducted a revaluation of all real estate within the City
2. Prepared a comprehensive Capital Improvements Program covering the next six years
3. Made real strides in eliminating the deficits in our water and sewer funds
4. Contained costs in City operations to avoid large increases in the tax rate

A good deal remains to be done but I feel we are turning the corner. Council will have before it a comprehensive financial strategy that will enable us to be on a solid financial basis by the year 2000. Even though the year 2000 sounds like a long way off, it is only five years down the road.

Last year George Bald mentioned that we were working with the United States Environmental Protection Agency to find a solution to the wastewater treatment requirements. At this time that issue has yet to be resolved. The City's position is that we must do something and we will, but at the same time we will not agree to a solution that would unduly burden you, our customers.

If Council/Manager government is going to work in Rochester, it is going to require a commitment from all of us. My role as Manager is to operate the community on a sound and businesslike basis. The Manager is not an elected official and thus Managers do not provide political leadership. My job, therefore, is to provide staff leadership to operate the day to day affairs of the City and to advise the Council on important policy matters.

I would like to thank you, the citizens of Rochester, for your support and encouragement. Rochester is an excellent City in which to live and work. That is the word we want to get out in our community and our region. While we have some problems so does every other community in the State. In Rochester though, we talk about problems openly and try to resolve them. If local government is to work that is the only way that it can.

Sincerely,

Gary Stenhouse  
City Manager

**CITY GOVERNMENT**  
As Organized January 1, 1993  
**MAYOR ROLAND ROBERGE**

*Ward One* - Edgar F. Raab, James F. McManus, Jr.  
*Ward Two* - James E. Twombly, Sandra B. Keans  
*Ward Three* - Edward Saputa, Janet R. Pelley  
*Ward Four* - Bernard J. Veno, Omer J. Ouellette, Jr.  
*Ward Five* - Bruce E. Lindsay, Charles W. Grassie, Jr.  
*At-Large* - Harry F. Germon, Frederick M. Steadman

George M. Bald, Interim City Manager (Oct. 91 - Jan. 93)  
Gary Stenhouse, City Manager (Feb. 93 - Present)

**STANDING COMMITTEES, 1993**

*Codes & Ordinances Committee:* Bruce Lindsay, Chairperson; Sandra Keans, Charles Grassie, Jr., Edward Saputa, Omer Ouellette, Jr.  
*Fiscal Affairs Committee:* Roland Roberge, Chairperson; James Twombly, Bernard Veno, James McManus, Jr., Edgar Raab, Harry Germon, Frederick Steadman  
*Public Safety Committee:* James Twombly, Chairperson; Bernard Veno, James McManus, Jr., Janet Pelley, Edgar Raab

**SPECIAL COMMITTEES, 1993**

*City Manager Evaluation Committee:* Roland Roberge, Chairperson; Frederick Steadman, Bernard Veno, Bruce Lindsay, Edward Saputa  
*Space Utilization Committee:* James Twombly, Chairperson; Frederick Steadman, Janet Pelley, Harry Germon, James McManus, Jr.  
*East-West Highway Committee (Council Members of that Committee):* Frederick Steadman, Edgar Raab, Bernard Veno  
*Highway Safety Committee:* James Twombly, Chairperson; Bernard Veno, James McManus, Jr., Janet Pelley, Edgar Raab, Dr. George Reid, Paul Smith, Peer Kraft-Lund, Mark Dellner, Donald Vittum

**PERSONNEL**

*City Treasurer & Business Administrator* - Richard Larochelle  
*City Clerk* - Gail M. Varney  
*City Solicitor* - Danford Wensley  
*Tax Collector* - Marianne Douglas  
*Commissioner of Public Works* - Bert George  
*City Engineer* - David Bulva  
*Fire Chief* - Mark Dellner



*Deputy Fire Chief* - Francis Carpentino  
*Police Chief* - Donald L. Vittum  
*Captain of Patrol* - Daniel Auger  
*Assessor* - Brett Purvis  
*Building Inspector* - John Stowell  
*Planning & Development Director* - Peer Kraft-Lund  
*City Physician* - Dr. William Olney  
*Health Officer/Code Enforcement* - John Stowell  
*Welfare Director* - Jane Hervey  
*Recreation Director* - Brent Diesel  
*Librarian* - Cynthia Scott  
*Animal Control Officer* - John Fitch  
*Custodian of City Hall* - Patricia McLaren  
*Custodian of East Rochester* - Lorraine Brooks  
*Custodian of Gonic Town Hall* - No Custodian Gonic Town Hall, Closed

## BOARDS AND COMMISSIONS, 1993

*Arena Advisory Commission:* David Anctil, Chairperson; Madeline Auger, Harry Marcotte, Dale Bickford, Richard Clough, Robert Zubkus, Robert W. Brown  
*Board of Adjustment:* Sieglinde Fizz, Chairperson; Carolyn Rollins, Earl Rehrauer, Jr., David Stevens, John Stowell, Peer Kraft-Lund. Alternate Members: Warren Rangan, Denise Sevigny, Stephen Wallace, Diane Johnsen  
*Board of Assessors:* Brett Purvis, Chairperson; Victoria Lambert  
*Board of Health:* Dr. Thomas Moon, Chairperson; Dr. James DeJohn, William Keefe, Dr. William Olney, John H. Stowell  
*Licensing Board:* Gary Stenhouse, Donald Vittum, Mark Dellner  
*Planning Board:* Neil Lachance, Chairperson; Phillippe Scott, J. Bruce Roberts, Roger Laroche, Jr., Annette Plaisted, Maurice Gagne, James McManus, Jr., Edward Saputa, Peer Kraft-Lund. Alternate Members: Debra Sanborn, Kathleen Justice, Leonard Jerabek  
*Welfare Appeals Board:* Janet Poulin, Chairperson; Mary Flynn, Nancy Morneault, Anthony Coraine  
*Conservation Commission:* George Bailey, Chairperson; Robert Montgomery, Erlon Elliott, Jeffrey Winders, Arthur Birch, Prisco Diprizio, Lorraine Whaley  
*Economic Development Commission:* John Dulude, Chairperson; Danford Wensley, Leon Meader, Jr., George Allen, Janet Davis, Robert Silberblatt, Don Smith, Robert Gustafson, Daniel Hussey, George Bald, Roland Roberge  
*Police Commission:* Barry Flanagan, Ronald G. Lachapelle, Roger W. Beaudoin  
*Recreation Commission:* Alfred Benton, Chairperson; John Connelly, Robert N. Breton, Maurice Sanfacon, Judy Beaudoin, Charles Grassie, Jr., Fred Chisholm  
*Strafford Regional Planning Commission:* Annette Plaisted, Matthias Marquardt  
*Trustees of the Public Library:* Jeremiah Minihan, Chairperson; Rev. David Pearson, Nancy Hubbard, Ann Marie Cassevechia, Diane Brennan, Sherry Kempe, David Tinkham

*Trustees of the Trust Funds:* Glenn Lepene, Ronald Pierog, Gerald Janelle  
*Utility Advisory Board:* Robert Goldstein, Chairperson; David Harrington, Tom Hebert, Darcy Wilkinson, George Brown

### **MAYOR'S TASK FORCE, 1993**

*Rochester Substance Abuse Prevention Task Force:* Paul Asbell, Alfred Benton, Daniel Bernard, Dawn Bragg, Robert Brown, Mary Burch, Rene Cardinal, Robert Carignan, John Connelly, Anthony Coraine, Sharon Croft, Brent Diesel, Tanya Fisher, Rebecca Follum, Breck Gervais, Charles Grassie, Jr., Thomas Hart, Nancy-Jo Higgins, Dr. Wallace Hubbard, William Keefe, David Lynch, Anne May, Rebecca Nevejans, Sheldon Parshley, Kay Pieroni, Raymond Porelle, Patricia Rainboth, Robert Tarlton, Rev. Sherwood Treadwell, Steven Warshaw, Susan Williamson, Brian Whitworth, Dr. Raymond Yeagley

*Resource Persons:* Jennifer Jenne, Clifford Germaine

*Recycling Task Force:* Kenneth Ortmann, Chairperson; David McCallister, Richard Morris, Cynthia Douglass, Greg McGrath, Manuel Blattstein, Councilor Janet Pelley, Councilor Omer Ouellette, Jr., Councilor Edward Saputa

*Resource Persons:* Larry Berg

### **ELECTION OFFICIALS, 1993**

*Ward One:* Laura Wyatt, Moderator; Beverly Montgomery, Ward Clerk; Caroline Boyle, Checklist Supervisor; Austin Grant, Karla Quint, Selectmen

*Ward Two:* Brian Brennan, Moderator; Lorraine Morin, Ward Clerk; Jo-Ann Focht, Checklist Supervisor; Judy Bress, Norman Labrecque, Betty Pallas, Selectmen

*Ward Three:* O'Neil Richey, Moderator; Karen Grossman, Ward Clerk; Muriel Gagnon, Checklist Supervisor; Stuart Fanning, Tanis Hatt, Priscilla Fanning, Selectmen

*Ward Four:* Irene Creteau, Moderator; Tracey Daigle, Ward Clerk; Patricia Dunlap, Checklist Supervisor; Lillian Boudreau, Barbara Harrison, Mary Sylvain, Selectmen

*Ward Five:* James P. Gray, Moderator; Jana McGee, Ward Clerk; Cindy Corriveau, Checklist Supervisor; Warren Buchanan, Norman Sanborn, Sr., Marjorie Rodis, Selectmen

**THE FOLLOWING AMENDMENTS TO THE ROCHESTER CITY CHARTER WERE APPROVED BY REFERENDUM VOTE ON NOVEMBER 5, 1991 AND BECAME EFFECTIVE ON JULY 1, 1992:**

**SECTION 5: ELECTION OF COUNCILORS**

At the regular municipal election next following the adoption of this provision, the City Council seats of those City Councilors whose terms will expire in January of the following year shall be filled by the election of one Councilor from each Ward and one Councilor At-Large for terms of two years each, commencing on the first business day after January 1st following their election. Thereupon beginning with the next following regular municipal election, two Councilors shall be elected from each Ward and two Councilors shall be elected At-Large, for terms of two years each, commencing on the first business day after January 1st following their election. Pursuant to Section 47 of this Charter, the City Clerk shall establish each Ward and At-Large seat as a separate municipal office, and shall establish a system to distinguish each separate Ward and At-Large seat on the municipal election ballot. Qualified persons may declare their candidacy for no more than one seat on the City Council at any municipal election.

**SECTION 10-a: MAYORAL VETO**

The Mayor shall have the right to veto any and all actions of the City Council. No vote or decision of the City Council which has been vetoed by the Mayor shall be effective unless such veto is overridden by two-thirds (2/3) of all Councilors serving in office. In computing the number of Councilors for a determination of what constitutes two-thirds (2/3), the Mayor shall be included as a Councilor.

**SECTION 30: ELECTION OF SCHOOL BOARD**

At the regular municipal election next following the adoption of this provision, the School Board seats of those School Board members whose terms will expire in January of the following year shall be filled by the election of one School Board member from each Ward and one School Board member At-Large, for terms of two years each, commencing on the first business day after January 1st following their election. Thereupon beginning with the next following regular municipal election, two School Board members shall be elected from each Ward and three School Board members shall be elected At-Large, for terms of two years each, commencing on the first business day after January 1st following their election. Pursuant to Section 47 of this Charter, the City Clerk shall establish each Ward and At-Large seat as a separate municipal office and shall establish a system to distinguish each separate Ward and At-Large seat on the municipal election ballot. Qualified persons may declare their candidacy for no more than one seat on the School Board at any municipal election.

## **SECTION 72    CONFLICT OF INTEREST**

No elective or appointive officer or employee of the City shall participate in any decision concerning the business of the City in which he has an interest which conflicts with his official duties and responsibilities. Such officer or employee may participate in such discussion if:

He files a written detailed declaration of his conflicting interest with the City Clerk, who shall distribute copies thereof to all members of the City Council or School Board as appropriate; and,

The City Council or School Board, as appropriate, votes to authorize such participation.

No City Councilor or School Board Member shall vote upon any matter where he or a member of his immediate household would be directly affected financially or personally. The term "member of his household" shall be deemed to include a spouse or any child or stepchild who resides within the same premises.

As to any City Councilor or School Board Member, the Mayor or the Chairman of the School Board, as the case may be, may disqualify a member from voting on any issue where the Mayor or Chairman perceives a conflict of interest, either on his own or at the suggestion of another Councilor or School Board Member, as the case may be. A Councilor or School Board Member who has been so disqualified, may appeal such disqualification to the Council or the Board, and upon two-thirds (2/3) vote of the entire Council or Board, the disqualification shall be removed. In any vote appealing such a disqualification, the Mayor and Chairman, as well as the affected Councilor or Member, shall be included as part of the number of which two-thirds (2/3) is required. Further, they shall be entitled, each of them, to vote upon the appeal.

# **CITY OF ROCHESTER, NEW HAMPSHIRE**

## **1990 CENSUS BASED WARD LINES**

(Adopted by the Rochester City Council on April 7, 1992)

IN ACCORDANCE WITH SECTION 3 OF THE CITY CHARTER, THE ROCHESTER CITY COUNCIL, AT ITS APRIL 7, 1992 REGULAR MEETING, UNANIMOUSLY ADOPTED THE FOLLOWING RESOLUTION:

### **RESOLUTION REVISING WARD BOUNDARY LINES WITHIN THE CITY OF ROCHESTER IN ACCORDANCE WITH SECTION 3 OF THE ROCHESTER CITY CHARTER**

#### **BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER:**

That in accordance with the provisions of Section 3 of the Rochester City Charter, and in an effort to insure that the City of Rochester is divided into five wards of as equal population as is practicable for voting purposes, the City Council of the City of Rochester hereby revises the ward boundaries of the existing five wards within the City of Rochester so that the boundaries of said wards shall be set forth in the descriptions of said wards annexed hereto [below]. Said revised boundary lines shall become effective upon the adoption of this Resolution for the purpose of conducting elections to be held subsequent to the date of this Resolution and for the purpose of electing candidates to offices to be filled at regular municipal and other elections occurring after the date of this Resolution.

The following ward descriptions are intended to describe the entire City of Rochester, New Hampshire with all calls for streets, roads, avenues, railroads, rivers and brooks to be centerlines.

#### **DESCRIPTION OF WARD ONE BOUNDARIES**

Starting at the Salmon Falls River at the Somersworth/Rochester boundary, thence southwesterly along the Somersworth/Rochester line to the railroad tracks; thence northwesterly along the railroad tracks to Franklin Street; thence northeasterly along Franklin Street to Nutter Street; thence northwesterly along Nutter Street to Portland Street; thence northeasterly along Portland Street to Salmon Falls Road; thence northwesterly along Salmon Falls Road to Watson Drive; thence southwesterly along Watson Drive to Hampshire Drive; thence northwesterly along Hampshire Drive and across Roulx Drive, to Paradis Drive; thence northeasterly along Paradis Drive to Salmon Falls Road; thence northwesterly along Salmon Falls Road to Route 202 (Highland Street); thence westerly and northwesterly along Route 202 and over Milton Road to the railroad tracks; thence northerly along the railroad tracks to Cross Road; thence northwesterly along Cross Road to the Farmington/Rochester line; thence northeasterly along the Farmington/Rochester and Milton/Rochester lines to the Salmon Falls River; thence southeasterly along the Salmon Falls River to the

point begun at. [Containing 5,397 people according to the 1990 Census and 6,488 acres more or less.]

### **DESCRIPTION OF WARD TWO BOUNDARIES**

Starting at the railroad tracks on the line between Rochester and Somersworth; thence southwesterly along the Somersworth/Rochester line to Whitehouse Road; thence northwesterly along Whitehouse Road to Old Dover Road (Route 16B); thence northwesterly and northerly along Old Dover Road to Route 125 (Gonic Road); thence southerly along Route 125 to the Cocheco River; thence northerly along the Cocheco River to North Main Street; thence southeasterly along North Main Street (and South Main Street) to Wentworth Street; thence northeasterly along Wentworth Street to Columbus Avenue; thence southerly along Columbus Avenue to Winter Street; thence northeasterly along Winter Street to the railroad tracks; thence southeasterly along Winter Street to the railroad tracks; thence southeasterly along the railroad tracks to Franklin Street; thence continuing southeasterly along the railroad tracks to the point begun at. [Containing 5,280 people according to the 1990 Census and 3,321 acres more or less.]

### **DESCRIPTION OF WARD THREE BOUNDARIES**

Starting at Whitehouse Road at the Somersworth/Rochester line; thence southwesterly along the Somersworth/Rochester and Dover/Rochester lines to the southern most point of Rochester and the boundary between Dover, Barrington and Rochester; thence northwesterly along the Barrington/Rochester and Strafford/Rochester lines to the westerly most point of Rochester and the boundary between Strafford, Farmington and Rochester; thence northeasterly along Farmington/Rochester line to Meaderboro Road; thence southeasterly along Meaderboro Road to Four Rod Road; thence northeasterly along Four Rod Road to Ricker's Brook; thence southeasterly along Ricker's Brook and across Four Rod Road, to Route 202A (Strafford Road); thence easterly along Route 202A to the Spaulding Turnpike; thence southerly along the Spaulding Turnpike to land of City of Rochester used for the McClelland and Middle Schools, also known as Tax Map #40, Lot #1; thence northeasterly along the northwesterly boundary of said City of Rochester land to Brock Street; thence southeasterly along Brock Street to the easterly corner of said City of Rochester land; thence southwesterly along the southeasterly property line of the City of Rochester land to the Spaulding Turnpike; thence southerly along the Spaulding Turnpike to Route 125 (Gonic Road); thence northerly along Route 125 to Old Dover Road (Route 16B); thence southerly and southeasterly along Old Dover Road to Whitehouse Road; thence southeasterly along Whitehouse Road to the Rochester/Somersworth line and the point begun at. [Containing 5,315 people according to the 1990 Census and 11,192 acres more or less.]

Meaning and intending to include one solo parcel of land to a ward made up strictly of census blocks.

## **DESCRIPTION OF WARD FOUR BOUNDARIES**

Starting at the Cocheco River at Route 125 (Gonic Road), also being the common point for Ward Two, Ward Three and Ward Four; thence southerly along Route 125 to the Spaulding Turnpike; thence northerly along the Spaulding Turnpike to land of City of Rochester used for the McClelland and Middle Schools also known as Tax Map #40, Lot #1; thence northeasterly along the southeasterly property line of said City land to Brock Street; thence northwesterly along Brock Street to the northerly corner of said City land; thence southwesterly along the northwesterly property line of said City land to the Spaulding Turnpike; thence northerly along the Spaulding Turnpike, to Route 202A (Walnut Street/Strafford Road); thence northwesterly along Route 202A to Ricker's Brook; thence northwesterly along Ricker's Brook to Four Rod Road; thence southwesterly along Four Rod Road to Meaderboro Road; thence northwesterly along Meaderboro Road to the Farmington line; thence northeasterly along the Farmington/Rochester line to the Cocheco River; thence southerly along the Cocheco River to the point begun at. [Containing 5,299 people according to the 1990 Census and 4,252 acres more or less.]

Meaning and intending to omit one solo parcel of land from a ward made up strictly of census blocks.

## **DESCRIPTION OF WARD FIVE BOUNDARIES**

Starting at the railroad tracks at Franklin Street, also being the common point for Ward One, Ward Two and Ward Five; thence northwesterly along the railroad tracks to Winter Street; thence southwesterly along Winter Street to Columbus Avenue; thence northwesterly along Columbus Avenue to Wentworth Street; thence southwesterly along Wentworth Street to South Main Street; thence northwesterly along South Main Street (and North Main Street) to Cocheco River which is a common point for Ward Two, Ward Four and Ward Five; thence northerly along the Cocheco River to the Farmington/Rochester line; thence northeasterly along the Farmington/Rochester line to Cross Road; thence southeasterly along Cross Road to the railroad tracks; thence southerly along the railroad tracks to Route 202; thence easterly and southeasterly along Route 202 to Salmon Falls Road; thence southeasterly along Salmon Falls Road to Paradis Drive; thence southwesterly along Paradis Drive to Hampshire Drive; thence southeasterly along Hampshire Drive and across Roulx Drive; to Watson Drive; thence northeasterly along Watson Drive to Salmon Falls Road; thence southeasterly along Salmon Falls Road to Portland Street; thence southwesterly along Portland Street to Nutter Street; thence southeasterly along Nutter Street to Franklin Street; thence southwesterly along Franklin Street to the point begun at. [Containing 5,339 people according to the 1990 Census and 3,635 acres more or less.]

# ORDINANCES 1992 - 1993

TITLE	DATE PASSED
Amendment to the General Ordinances of the City of Rochester Establishing an Industrial Development Authority in Accordance with the Provisions of RSA 162-G	11-10-92
Amendment to Chapter 15 of the General Ordinances Relative to Excavations in Public Streets	1-5-93
Amendment to Ordinance Relative to Stopping, Standing and Parking	1-5-93
Amendment to Ordinances Relative to Floodplain Development Regulations	1-5-93
Amendment to Ordinance Relating to Water Meter Tampering	2-2-93
Amendment to Zoning Ordinance Relating to Area Situated Between the Northeasterly Side of the Spaulding Turnpike, the Southerly Side of the Axe Handle Brook and the Axe Handle Road, and the Westerly Side of Route 125	4-6-93
Ordinance Amendment Relative to Water and Sewer Users Rates	6-23-93
Amendment to Chapter 17 of the General Ordinances of the City of Rochester Relative to Private Fire Hydrant Service Connections	6-23-93



# RESOLUTIONS

## 1992 - 1993

TITLE	DATE PASSED
Resolution Authorizing Supplemental Appropriation for the Rochester School Department	7-16-92
Resolution Authorizing Supplemental Appropriation for the Rochester School Department	8-4-92
Resolution Regarding the Intersection of Portland Street and Columbus Avenue	8-4-92
Resolution Authorizing Transfer of Funds in the 1992-93 Fiscal Year Operating Budget	8-4-92
Resolution Accepting Spaulding High School Vocational School and Transferring the Same to the Care and Control of the Rochester School Board	9-1-92
Resolution Accepting Spaulding High School Renovations and Transferring the Same to the Care and Control of the Rochester School Board	9-1-92
Resolution Accepting Rochester Middle School and Transferring the Same to the Care and Control of the Rochester School Board	9-1-92
Resolution Authorizing Notification of Department of Education of City of Rochester's Desire to Sell the School Administration Building and Authorizing Actions in Connection Therewith	9-1-92
Resolution Authorizing Supplemental Appropriation for Arena Department	9-1-92
Resolution Relative to Support for the Regional Position Regarding the Proposed Concord to Spaulding Highway	9-1-92
Resolution Relative to Fund Balance	9-24-92
Resolution Regarding Order to Repair, Raze or Remove Building Located at 100 South Main Street, Rochester, NH	10-6-92
Resolution Transferring Capital Budget Funds to the Library Department	10-6-92

**TITLE****DATE PASSED**

Resolution Authorizing Sale of City Land Situate at 36 Green Street, East Rochester	10-6-92
Resolution Adopting the Provisions of Chapter 162-G of the New Hampshire Revised Statutes Annotated to Encourage the Development of Industrial, Manufacturing and Warehouse Facilities	11-10-92
Resolution Recognizing Ellen DeNobile Kocian	11-10-92
Resolution Appointing the First National Bank of Boston as Fiscal Agent for the Housing Authority for the City of Rochester	12-1-92
Resolution Regarding the Designation of the Seacoast Metropolitan Planning Organization (MPO)	12-1-92
Resolution Authorizing Supplemental Appropriation for the Rochester School Department	12-1-92
Resolution Authorizing Supplemental Appropriation	12-1-92
Resolution Authorizing Supplemental Appropriation for the Rochester Police Department	1-5-93
Resolution Authorizing Supplemental Appropriation for the Rochester Police Department for the Dare Program	1-5-93
Resolution Authorizing the Transfer of Capital Budget Funds and Making an Appropriation in Connection Therewith	1-5-93
Resolution Regarding Subdivision of Fred Harrington	1-5-93
Resolution Authorizing City Manager to Enter into Boundary Line Agreement	2-2-93
Resolution Authorizing Acceptance of Grant Pursuant to Stewart B. McKinney Emergency Shelter Grant Program	3-2-93
Resolution Approving the Transportation Improvement Plan as Adopted by the Rochester Planning Board	3-2-93
Resolution Authorizing Sale of land Situate on Pickering Road	3-2-93
Resolution Authorizing Lease of Real Estate by the City of Rochester	4-6-93
Resolution Accepting Conservation Easement	4-6-93

<b>TITLE</b>	<b>DATE PASSED</b>
Resolution Relative to Supplemental Appropriation of Impact Fees	5-4-93
Resolution Regarding City of Rochester's Participation in New Hampshire Municipal Association Health Insurance Trust, Inc.	5-4-93
Resolution to Approve Community Development Budget	5-4-93
Resolution Authorizing Supplemental Appropriation for the Rochester School Department	5-4-93
Resolution Authorizing Transfer in the FY93 Operating Budget of the City of Rochester	5-4-93
Resolution Authorizing Supplemental Appropriation for the Rochester Police Department	6-1-93
Resolution Relative to Supplemental Appropriation for the Rochester Police Department	6-1-93
Resolution Authorizing Transfer of the So-called "Courier Building" and Related Property to the Rochester Housing Authority	6-1-93
Resolution Authorizing Transfers in the 1992-93 Operating Budget of the City of Rochester and Authorizing Appropriations in Connection with such Transfers	6-1-93
Resolution Adopting Supplemental Appropriation of Impact Fees	6-1-93
Resolution Authorizing Supplemental Appropriation for the Welfare Department	6-1-93
Resolution to Approve 1993-94 Operating Budget for the City of Rochester	6-23-93
Resolution Authorizing and Appropriating 1993-94 Capital Budget and Authorizing Certain Bonding and/or Borrowing and Transfers of Funds in Connection Therein	6-23-93
Resolution Authorizing Issuance of Tax Anticipation Notes	6-23-93
Resolution Authorizing Supplemental Appropriation for Arena Department	6-23-93

## **REPORT OF THE ARENA DEPARTMENT 1992-1993**

The end of Fiscal year 1993 also meant the end of the Rochester Arena's second year as a separate department being operated as an Enterprise Fund under the city's organizational structure.

In preparation for our second year of operation, many improvements were made during the off-season that brought our facility up to the level of a "first-rate" ice arena.

Fifty-four brand new Metal-Halide light fixtures replaced the existing fixtures that were twenty years old and provided inadequate light for ice hockey. The new lights were a big hit with patrons and people "talked" about the improvement throughout the skating community.

Complete re-facing of the hockey boards was also a major improvement that provided not only an attractive alternative to the old boards, but also gave players the ability to use the boards to ricochet a puck to make passes. The previous boards responded with errant deflections and could not be relied upon to provide a true, predictable pass.

Bathroom and locker room facilities were greatly improved with regard to sanitary and visual aspects. An ongoing sanitary maintenance program helped to make the facility an attractive one for patrons.

Various other improvements included a new scoreboard (donated by Seacoast Coca-Cola), safety netting to protect spectators from flying pucks, and new hockey goal frames for use during games. The process of upgrading and improving the facility has been, and continues to be an ongoing process. The net result of all improvements has been a greatly improved reputation among existing and prospective customers and has led to an increase in ice sales.

The very heart of our operation, the refrigeration system, gave us a bit of a scare during the early part of the 1993 season. We have slowly been learning that various components of the twenty plus year old compressor package have reached the end of their useful life. Emergency replacement of one of our two "condensers" was carried out shortly after our start-up. Since that time, we have replaced the other unit and rebuilt both compressor motors. We are confident that the 1993-1994 season will run smoothly.

Revenue producing programs that were implemented to supplement revenues generated through sales of ice time showed increases during fiscal year 1993. A hockey clinic put on at the beginning of our season netted us approximately \$5,000.00. Skate sharpening, accessories sales, and public session revenues also added to our revenues.

Total revenues generated through ice sales equalled \$206,148.00. Other revenues from miscellaneous ice sales and services/programs offered totalled \$38,273.52. Total revenue for fiscal year 1993 was \$244,421.52.

Expenses for the year were a little higher than expected due to the unforeseen circumstance of our refrigeration problems. Total expenses at year end totalled \$228,187.00 leaving a net profit of \$16,234.52. After adding these revenues to our retained earnings presently, we presently hold \$68,280.12 as a means of making future capital improvements and/or emergency situations that may arise.

Sincerely,

Bill Page  
Arena Director

# REPORT OF THE CITY ASSESSOR

## 1992-1993

### ASSESSOR'S INVENTORY

Land Valuations:	
Residential .....	\$ 76,374,800.00
Commercial.....	28,927,700.00
Current Use.....	<u>1,017,500.00</u>
Total Value of Taxable Land .....	\$106,320,000.00

### BUILDING VALUATIONS

Residential .....	\$260,859,600.00
Commercial.....	82,129,600.00
Manufactured Housing .....	<u>44,387,100.00</u>
Total Value of Taxable Buildings.....	\$387,376,300.00

### PUBLIC UTILITIES

Gas .....	\$ 953,500.00
Electric .....	<u>6,478,200.00</u>
Total Valuation of Taxable Property .....	\$501,128,000.00

### EXEMPTIONS

Blind (27).....	\$ 405,000.00
Elderly (490).....	6,715,400.00
Physically Handicapped (2).....	<u>12,600.00</u>
Total Amount of Exemptions .....	\$ 7,133,000.00
Net Valuation on which tax rate is computed.....	\$493,995,000.00
1992 Tax Rate x \$50.60 per 1000 .....	\$ 24,996,147.00
Veterans (2,124).....	<u>\$ - 263,400.00</u>
Total amount to be collected .....	\$ 24,732,747.00

Respectfully submitted,

Brett S. Purvis  
Assessor

## **REPORT OF THE CITY ATTORNEY 1992-1993**

The following is a report of the activities of the office of the City Attorney for the year beginning July 1, 1992 and ending on June 30, 1993.

During the fiscal year 1992-93, the following cases involving the City of Rochester were terminated:

1. Richard and Beverly Gleason d/b/a Fire Fab v. Master Builders, Inc., City of Rochester, et al, -- 90-E-065;
2. Exit 13 Limited Partnership v. City of Rochester, -- 91-E-159;
3. Emmanuel Advent Christian Church v. City of Rochester, -- 92-E-047;
4. City of Rochester v. Ernest Downing, -- 92-E-083;
5. Deborah Grant v. George A. Jerome, -- 92-C-067;
6. Glenn R. Surette v. City of Rochester, -- 92-E-105;
7. George Pynn Masonry v. Ricci Const. Co., Inc., City of Rochester, et al, -- 91-E-175;
8. Midway Excavators, Inc. v. Fisher Excavating and Building Corp., City of Rochester, et als, -- 1-C-516;
9. Barretto Granite Corporation v. Ricci Construction Co., Inc., City of Rochester, et al -- 92-E-039;
10. City of Rochester v. Robert R. Johnson d/b/a Bob's Towing & Repair, et als, -- 93-E-011;
11. Omniscient, Inc. & H. G. Marcotte & Sons, Inc. v. City of Rochester, -- 92-E-118;
12. Urbanek Children's Trust v. City of Rochester, -- 92-E-119;
13. Nash Family Investment Properties v. City of Rochester, -- 92-E-047;
14. Mark S. Moeller v. City of Rochester, -- 92-E-121;
15. Bonnie L. Skidds v. City of Rochester, -- 92-E-122;
16. Glenn Simonds, et als v. City of Rochester, -- 93-183-B

In addition to the above cases, as of June 30, 1993, the following actions involving the City of Rochester or the Rochester School District were outstanding in the various New Hampshire courts:

1. City of Rochester v. Mark Huddleson, et als, -- 86-E-057;
2. L. E. Gregoire Const. v. City of Rochester, -- 89-E-089;
3. George Blaisdell, et als v. City of Rochester, -- 85-C-434, 86-C-094, 89-E-189;

4. George Blaisdell, v. City of Rochester, -- 93-123 and 93-214
5. Bruce Finlay v. City of Rochester, 92-C-389;
6. City of Rochester v. Wilfred Paradis & Paulette Videau, -- 93-E-083;
7. Enon Enterprises, Inc. v. City of Rochester, -- 93-E-027;
8. Edward and Jane Hesse v. City of Rochester & Thomas L. Kaczynski, Jr., -- 93-E-034.

It should be noted that the above listing of cases does not include various bankruptcy proceedings pending in various U.S. District Courts across the United States in which the City of Rochester has filed proofs of claims and/or other pleadings with regard to the City's various interests in such bankruptcy estates.

The office of the City Attorney provided representation to the City in numerous matters before the New Hampshire courts with respect to cases in which the City was a party, as well as before various administrative agencies when necessary. In addition, the City Attorney attended Council meetings, as well as meetings of Council committees and other City boards and commissions upon request. Legal opinions and advice were provided to the City Manager, Mayor, City Council, Department Heads and Chairmen of various boards and commissions of the City upon request. Legal instruments, including deeds, leases, contracts, ordinances, and amendments to ordinances and other similar documents were drafted and reviewed as required during the year and representation of the City was provided with regard to the acquisition and disposition of real estate.

Respectfully submitted,

Danford J. Wensley  
City Solicitor



## **REPORT OF THE CITY CLERK CALENDAR YEAR 1992 AND FISCAL YEAR 1992-1993**

During CALENDAR YEAR 1992, the City Clerk's Office performed the following functions (which must be processed on a calendar year basis, rather than on a fiscal year basis):

Processed the following Vital Statistics Records: 592 Births; 275 Deaths; and 221 Marriages; also processed birth-record amendments, including adoptions, legitimations, affidavits of paternity, legal changes of name, and court-ordered paternity decrees; began participating in the computerized death registration program as implemented by the Bureau of Vital Records in Concord; recorded pre-marital age and time waivers; processed vital record corrections/amendment forms; issued delayed certificates of birth; issued burial permits under authorization of the Board of Health and the Health Officer; filed burial permits for all Rochester interments; filed and indexed informational copies of births, marriages, and deaths which pertained to Rochester residents but which occurred in other New Hampshire communities; provided informational copies of vital record occurrences to other cities/towns whenever persons named in those records were residents of other New Hampshire communities; processed all in-person and mail requests for certified copies of vital records (with all certified copies, as of January 1, 1993, being issued on numbered security paper); assisted customers with genealogical research; and, attended meetings relative to vital record regulations and statutes;

Issued 1593 dog licenses and 17 Kennel/Group Licenses, the latter in conjunction with the Animal Control Officer; prepared and distributed copies of the Ordinance governing removal of dog excrement with each license issued; provided dog licensing service at the annual Rabies Clinic held at the Rochester Fairgrounds in April; published all dog licensing reminders and rabies clinic notices;

Recorded and processed 490 Uniform Commercial Code Financing Statements, as well as 392 related termination, continuation, amendment, assignment and search statements.

\* \* \* \* \*

During FISCAL YEAR 1992-93, the City Clerk's Office performed the following functions:

Recorded the votes and proceedings of the City Council at both regular and special City Council meetings; published and indexed the minutes of all City Council meetings in accordance with RSA 91-A:4 [i.e., "Right-to-Know Law"]; and, provided informational copies of the minutes to all affected citizens, boards, commissions and department heads following every Council meeting;

Compiled the agendas for all regular and special meetings of the City Council in conjunction with the Mayor and City Manager; prepared the agenda binders for all City Council members, the Mayor, the City Manager, and the City Solicitor, as well as identical packets for the media; and, maintained an updated monthly list of City Council Committee business;

Published notices of City Council public hearings and ordinance amendments, as well as public informational notices associated with City Council actions;

Attended all City Council public hearings and recorded/distributed the minutes of those hearings;

Published notice of all City Council, School Board, Police Commission and Election Official vacancies and accepted applications relative thereto;

Received and posted all notices of vacancies on various municipal boards and commissions, supplying the City Council with copies of all applications pertaining thereto;

Compiled updated pages for the General Ordinances of the City whenever new Ordinances were adopted or whenever existing Ordinances were amended by the City Council; provided these updated pages to 96 individuals, including all City department heads, elected officials, board and commission chairmen, as well as paid subscribers;

Maintained an updated listing of elected/appointed officials, including membership rosters for all municipal boards and commissions, and distributed/filed all related Oaths of Office;

Provided Notarial and Justice of the Peace Services;

Prepared the newly-amended City Charter for printing and distribution;

Supervised two elections during Fiscal Year 1992-93, as follows: the September 8, 1992 State Primary Election and the November 3, 1992 State General Election. In reference to the State Primary Election, the City Clerk's Office processed and mailed/delivered 411 absentee ballots (224 Republican ballots; 184 Democrat ballots; and 3 Libertarian ballots). In reference to the State General Election, the City Clerk's Office processed and mailed/delivered 1,025 absentee ballots. Election reports were prepared for both elections, with a detailed record of vote returns being submitted to the Secretary of State and abbreviated reports being provided to the City Council [See Exhibits A and B, Attached].

Accepted new voter registrations (1,494 accepted between September 9 and October 24), declarations of party affiliation, and checklist changes in address/ward/name; provided in-home voter registrations for the elderly and disabled; coordinated and attended all sessions of the Supervisors of the Checklist and served as clerk of that Board;

Maintained and updated the City's computerized voter checklist; printed all required checklists; and, produced all magnetic copies of voter files for purchase by candidates and various organizations;

Published all election-related public notices, including notices of Supervisor's sessions, availability of absentee ballots, and polling place locations;

Provided election materials and notices of election law changes to all of the City's Election Officials; produced procedure manuals for Moderators, Ward Clerks and Checklist Supervisors relative to pre-election and election day activities and duties;

Issued City Hall parking lot stickers to employees and qualified non-employees;

Distributed and processed applications for the Adams-Pray Funds;

Processed elderly discounts relative to New England Cablevision;

Recorded and indexed Federal (IRS) and State tax liens; City liens; writs of attachment; utility pole and conduit licenses; articles of agreement and amendments thereto; City vehicle titles; agreements and contracts; leases; New Hampshire Wetlands Board/dredge and fill applications; litigations; developers' performance/surety bonds; and, deeds of the City;

Notified Public Service Company of New Hampshire of all new street light installations approved by the City Council;

Continued organizing and cataloging documents stored in the City Hall vault, in accordance with the retention schedule established by the Administrative Rules of the New Hampshire Municipal Records Board;

Received and recorded cash receipts from various City Departments, including the Welfare Department, the Health/Code Enforcement/Building Inspection Department, the Planning and Development Office, the Zoning Board, the Police Department, the Recreation Department, and the Animal Control Office;

City Clerk revenues for Fiscal Year 1992-93 totaled as follows: \$24,480.00 in Vital Record fees (\$10,383.00 City share; \$14,097.00 State share); \$9,040.00 in Marriage License fees (\$1,648.00 City share; \$7,392.00 State share); \$11,886.00 in Uniform Commercial Code fees; and, \$2,428.00 in Miscellaneous income. Dog License revenues totaled \$8,058.50 (\$7,262.00 City share; \$796.50 State share).

Respectfully submitted,

Gail M. Varney, City Clerk

# REPORT OF 1992 STATE PRIMARY ELECTION RETURNS

## REPRESENTATIVES TO GENERAL COURT

REPUBLICAN		DEMOCRAT		LIBERTARIAN	
WARD 1 - DISTRICT 15					
James McManus	29 WI	Frank D. Callaghan	279	Scattering	0 WI
Frank Callaghan	6 WI	Rose Marie Rogers	238		
Sandra Keans	2 WI	James McManus	11 WI		
Rose Marie Rogers	2 WI	Scattering	4 WI		
Scattering	22 WI				
WARD 2 - DISTRICT 16					
Clyde J. Douglass	331	Richard D. Longo	288	Scattering	3 WI
Sandra B. Keans	339	Clyde Douglass	4 WI		
Ralph Torr	2 WI	Sandra Keans	2 WI		
Frank Callaghan	2 WI	Pati Frew-Waters	2 WI		
Scattering	7 WI	Scattering	5 WI		
WARD 3 - DISTRICT 17					
Julie M. Brown	304	George F. Brown	301	Scattering	4 WI
George Brown	4 WI	Julie M. Brown	8 WI		
Karl Miller	2 WI	Janet Pelley	3 WI		
Scattering	10 WI	Alan Reed-Erikson	3 WI		
		James Ford	2 WI		
		Robert Callaghan	2 WI		
		Scattering	11 WI		
		WARD 4 - DISTRICT 18			
Patricia Dunlap	33 WI	Raymond A. Lundborn	381	Scattering	0 WI
Raymond Lundborn	24 WI	George Lovejoy	3 WI		
Bob Smith	2 WI	Scattering	7 WI		
Scattering	14 WI				
WARD 5 - DISTRICT 19					
Ralph Torr	300	Greg McGrath	277	Greg McGrath Scattering	3 WI 1 WI
Greg McGrath	31 WI	Erlon Elliott	21 WI		
Erlon Elliott	6 WI	Ralph Torr	8 WI		
Scattering	4 WI	Bert George	2 WI		
		Henry Sullivan	2 WI		
		Scattering	5 WI		

## DELEGATES TO STATE PARTY CONVENTION

[NOTE: Only REPUBLICAN Candidates Were Listed on Ballot; Democrat and Libertarian Delegates Had Already Been Selected by the Respective Parties]

	WARD 1	WARD 2	WARD 3	WARD 4	WARD 5	TOTAL
Drucilla Bickford	191	295	233	184	229	1132
John J. Grimes	159	251	215	160	193	978
Dorothea M. Kerlee	141	238	197	146	180	902
Stephen M. Kerlee	137	224	195	142	165	863
Ronald R. Malone	192	248	203	157	203	1003
Sharon E. Malone	200	266	215	164	198	1043
Jonathan E. Sindorf	148	226	190	150	179	893
Patricia D. Sindorf	152	246	204	155	182	939
George Lovejoy	1 WI	1 WI	1 WI	1 WI	1 WI	5 WI
Debbie Corriea			3 WI	1 WI		4 WI
Richard Green		3 WI				3 WI
Patricia Foss		2 WI	1 WI			3 WI
Sandra Keans		1 WI			2 WI	3 WI
Ed Corriea			3 WI			3 WI
Anita Green		2 WI				2 WI
Daniel Harkinson		2 WI				2 WI
Betty Pallas		2 WI				2 WI
Stuart Fanning		2 WI				2 WI
Julie Brown		2 WI				2 WI
James Foss		2 WI				2 WI
Clyde Douglas		1 WI	1 WI			2 WI
Monica Leno			1 WI	1 WI		2 WI
Patricia Dunlap				2 WI		2 WI
Greg McGrath					2 WI	2 WI
Scattering *	8 WI	25 WI	11 WI	13 WI	8 WI	43 WI

\* "Scattering" = A single vote cast for an individual District-wide or City-wide; fictitious characters; or incomplete/illegible entries.

## VOTER PARTICIPATION/PARTY AFFILIATIONS

<b>VOTER TURNOUT</b> [Percent voter turnout City-wide = 38.1 %]									
<b>VOTER TURNOUT</b>	<b>REP REGL</b>	<b>REP AV</b>	<b>DEM REGL</b>	<b>DEM AV</b>	<b>LIB REGL</b>	<b>LIB AV</b>	<b>TOTAL BALLOTS</b>	<b>TOTAL REG. VOTERS</b>	<b>PERCENT TURNOUT</b>
WARD 1	400	29	426	30	6	0	891	2333	38.19%
WARD 2	519	52	381	29	8	0	989	2368	41.77%
WARD 3	414	28	377	18	8	0	845	2481	34.06%
WARD 4	359	23	499	40	10	1	932	2473	37.69%
WARD 5	406	29	400	32	12	0	879	2249	39.08%
<b>TOTAL</b>	<b>2098</b>	<b>161</b>	<b>2083</b>	<b>149</b>	<b>44</b>	<b>1</b>	<b>4536</b>	<b>11904</b>	<b>38.10%</b>

## PARTY AFFILIATIONS

<b>PARTY AFFILIATIONS</b>		<b>REPUBLICAN</b>	<b>DEMOCRAT</b>	<b>LIBERTARIAN</b>	<b>INDEPENDENT</b>	<b>TOTAL</b>
WARD 1:	BEFORE	784	940	11	598	2333
	AFTER	833	991	14	495	2333
WARD 2:	BEFORE	940	890	7	531	2368
	AFTER	1015	922	12	419	2368
WARD 3:	BEFORE	849	924	17	691	2481
	AFTER	907	966	17	591	2481
WARD 4:	BEFORE	709	1149	22	593	2473
	AFTER	758	1193	25	497	2473
WARD 5:	BEFORE	815	888	8	538	2249
	AFTER	863	919	19	448	2249
<b>TOTAL:</b>	BEFORE	4097	4791	65	2951	11904
	AFTER	4376	4991	87	2450	11904

Respectfully submitted,

Gail M. Varney, City Clerk

# NOVEMBER 3, 1992 STATE GENERAL ELECTION RETURNS REPRESENTATIVES TO THE GENERAL COURT

WARD 1		
Frank D. Callaghan	(DEM)	1306
Rose Marie Rogers	(DEM)	1143
James McManus		4 WI
WARD 2		
Clyde J. Douglass	(REP)	1255
Sandra B. Keans	(REP)	1331
Richard D. Longo	(DEM)	900
James Twombly		2 WI
Scattering		5 WI
WARD 3		
Randall S. Bowen	(LIB)	151
George F. Brown	(DEM)	1124
Julie M. Brown	(REP)	1234
Alan Reed-Erickson	(DEM)	871
Scattering		5 WI
WARD 4		
Patricia C. Dunlap	(REP)	1417
Raymond A. Lundborn *	(REP)	1047
Raymond A. Lundborn *	(DEM)	894
Scattering		2 WI
		1941
WARD 5		
Erlon L. Elliott	(DEM)	841
Greg McGrath *	(REP)	826
Greg McGrath *	(DEM)	719
Greg McGrath *	(LIB)	44
Ralph W. Torr	(REP)	1067
		1589

Candidates' names are listed alphabetically in each instance.

- \* Candidates' names appeared under two or more party columns on the ballot.  
Two individuals were elected in each ward.

"Scattering" includes single write-in votes and write-in votes for persons not residing in the district.

<b>VOTER TURNOUT</b>					
<b>VOTER TURNOUT</b>	<b>TOTAL REGULAR BALLOTS CAST</b>	<b>TOTAL ABSENTEE BALLOTS CAST*</b>	<b>TOTAL BALLOTS</b>	<b>REGISTERED VOTERS TTL</b>	<b>PERCENT TURNOUT</b>
WARD 1	2093	142	2235	2586	86.4%
WARD 2	2058	226	2284	2615	87.3%
WARD 3	2228	178	2406	2788	86.3%
WARD 4	2154	203	2357	2723	86.6%
WARD 5	1961	190	2151	2506	85.8%
<b>TOTAL</b>	10494	939	11433	13218	86.5%

\* The City Clerk's office issued 1025 absentee ballots for this election; of that total, 67 were not returned in time to be cast and 19 were found not to be in proper form to be cast (generally due to an unsigned or unreturned affidavit envelope).

<b>STRAIGHT-VOTE BALLOTS CAST:</b>			
	<b>REP</b>	<b>DEM</b>	<b>LIB</b>
WARD 1	234	169	4
WARD 2	293	173	2
WARD 3	290	239	1
WARD 4	244	240	3
WARD 5	269	234	4
<b>TOTAL</b>	1330	1055	14

<b>PARTY AFFILIATIONS: OCTOBER 24, 1992</b>					
	<b>REP</b>	<b>DEM</b>	<b>LIB</b>	<b>IND</b>	<b>TOTAL</b>
WARD 1	839	991	15	741	2586
WARD 2	1027	925	8	655	2615
WARD 3	923	967	17	881	2788
WARD 4	769	1207	24	723	2723
WARD 5	859	936	17	694	2506
<b>TOTAL</b>	4417	5026	81	3694	13218

Respectfully submitted,

Gail M. Varney, City Clerk



## **REPORT OF CITY FINANCES 1992-1993**

This year's Financial Report, excerpts of which are included herein, reflects the City's continual direction towards a positive and sound financial position.

Since some past practices which placed the City in an unfavorable financial position have been addressed, namely the deferral of the Summer Teacher Salary liability, long term cash advances to both the Water and Sewer Funds and an inadequate Budgetary Fund Balance, this year's Financial Report reflects the results of those efforts.

The City Council, committed to the elimination of long standing Water and Sewer deficits stemming from continual lack of sufficient revenues to pay for annual cost of operations and debt retirement, allowed for the transfer of \$600,000 from the General Fund to those funds. It also approved the use of School Department surplus funds to halt the annual growth of Summer Teacher Pay liability. On the negative side was an operational deficit in the Water Fund of \$106,000 which was offset by \$400,000 of the \$600,000 contribution from the General Fund.

As for the City's cash position it was necessary, for the second consecutive year, to borrow \$4,000,000 using short term Tax Anticipation Notes (TANS) to cover temporary cash shortfalls during the year. This came as a direct result of the City's deficit fund balance as reported under Generally Accepted Accounting Principles.

Respectfully submitted,

Richard Larochelle  
Business Administrator

**MELANSON, GREENWOOD  
& COMPANY, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT**

Honorable Mayor and City Council  
City of Rochester, New Hampshire

We have audited the accompanying general purpose financial statements of the City of Rochester, New Hampshire, as of June 30, 1993, and for the year then ended. These general purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The financial statements referred to above do not include the General Fixed Asset Group of Accounts, as required by generally accepted accounting principles.

The City has not accumulated the dollar amount of vacation and sick leave earned but not used by its employees. Generally accepted accounting principles require that such amounts, if material, be recorded as a liability in the accompanying financial statements.

In our opinion, except for the effects of the items referred to in the third and fourth paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Rochester, New Hampshire, as of June 30, 1993 and the results of its operations, and cash flows of its proprietary and similar trust fund types for the year then ended in conformity with generally accepted accounting principles.

*Melanson, Greenwood & Company*

Nashua, New Hampshire  
October 22, 1993

## CITY OF ROCHESTER, NEW JERSEY

Continued Balance Sheet - All Fund Types and Account Groups  
June 30, 1993

	Governmental Fund Types				Proprietary Fund Type	Fiduciary Fund Type	Account Group General Long-Term Debt	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Projects Funds	Funds	Enterprise Funds	Trust Funds		
<b>ASSETS AND OTHER DEBITS</b>								
Cash and cash equivalents	\$ 3,457,278	\$ 6,492	\$ -	\$ 200		\$ 103,602	\$ -	\$ 3,567,572
Investments	-	-	-	-	-	595,662	-	595,662
Taxes receivable	3,304,070	-	-	-	-	-	-	3,304,070
Accounts receivable	729,034	14,127	37,500	-	1,613,654	-	-	2,394,315
Due from other funds	1,162,498	87,868	1,023,713	-	60,478	-	-	2,279,577
Advance to other funds	2,306,761	-	-	-	-	-	-	2,306,761
Due from other governments	-	30,058	99,261	-	1,872,784	-	-	1,802,103
Inventory	-	30,804	-	-	128,647	-	-	159,451
Other assets	99,811	-	-	-	121,095	-	-	220,906
Investments in fixed assets	-	-	-	-	41,169,312	-	-	41,169,312
Amounts to be provided for retirement of general long-term debt by State	-	-	-	-	-	-	9,090,000	9,090,000
Amounts to be provided for retirement of general long-term debt	-	-	-	-	-	-	44,901,681	44,901,681
<b>Total Assets and Other Debits</b>	<b>\$ 11,059,452</b>	<b>\$ 164,369</b>	<b>\$ 1,160,474</b>	<b>\$ 200</b>	<b>\$ 44,786,370</b>	<b>\$ 699,264</b>	<b>\$ 53,991,681</b>	<b>\$ 111,861,610</b>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>								
<b>Liabilities</b>								
Accounts payable	\$ 934,561	\$ 35,179	\$ 9,587	\$ 733,336	-	-	\$ -	\$ 1,052,663
Retainage payable	-	-	59,457	-	-	-	-	59,457
Other payables	131,685	-	-	-	-	79,836	-	211,521
Due to other funds	1,178,394	-	-	1,151,183	-	-	-	2,329,577
Advance from other funds	-	-	-	2,306,761	-	-	-	2,306,761
Accrued expenses	1,372,107	-	-	433,302	-	-	-	1,805,409
Prepaid taxes	7,723,812	-	-	-	-	-	-	7,723,812
Deferred revenue	2,918,413	-	-	-	-	-	-	2,918,413
Escrow deposit - abridage	39,623	-	-	-	-	-	-	39,623
Liability for waste water treatment plant	-	-	-	-	-	-	16,800,000	16,800,000
General obligation bonds payable	-	-	-	23,843,319	-	-	37,191,681	61,035,000
<b>Total Liabilities</b>	<b>14,298,595</b>	<b>35,179</b>	<b>69,044</b>	<b>27,807,901</b>	<b>-</b>	<b>79,836</b>	<b>53,991,681</b>	<b>96,282,236</b>
<b>Equity and Other Credits</b>								
Contributed capital	-	-	-	14,393,305	-	-	-	14,393,305
Retained earnings	-	-	-	-	-	-	-	-
Reserved for capital projects	-	-	-	162,668	-	-	-	162,668
Unreserved	-	-	-	2,472,496	-	-	-	2,472,496
<b>Fund Balances</b>								
Reserved for inventory	-	30,804	-	-	-	-	-	30,804
Reserved for advances	2,306,761	-	-	-	-	-	-	2,306,761
Reserved for endowments	-	-	-	-	-	-	-	-
Reserved for encumbrances	4,552	-	-	-	-	585,530	-	585,530
Unreserved	-	-	-	-	-	-	-	4,552
Undesignated	(5,550,456)	98,386	1,091,430	-	-	-	-	(4,326,742)
<b>Total Equity and Other Credits</b>	<b>(3,239,143)</b>	<b>179,190</b>	<b>1,091,430</b>	<b>16,918,469</b>	<b>-</b>	<b>33,898</b>	<b>-</b>	<b>15,579,374</b>
<b>Total Liabilities, Equity, and Other Credits</b>	<b>\$ 11,059,452</b>	<b>\$ 164,369</b>	<b>\$ 1,160,474</b>	<b>\$ 44,786,370</b>	<b>\$ 27,807,901</b>	<b>\$ 699,264</b>	<b>\$ 53,991,681</b>	<b>\$ 111,861,610</b>

The accompanying notes are an integral part of the financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances  
All Governmental and Expendable Trust Funds

For the Year Ended June 30, 1993

	General Fund	Special Revenue Fund	Capital Project Fund	Expendable Trust	Totals (Memorandum Only)
<b>Revenues</b>					
Taxes	\$ 26,516,832	-	-	\$ -	\$ 26,516,832
Licenses and permits	137,265	-	-	-	137,265
Intergovernmental revenue	6,920,196	637,048	59,261	-	7,656,505
Charges for services	271,456	-	-	-	271,456
Interest income	127,865	-	-	34,474	162,339
Other revenues	170,924	622,766	-	-	793,690
Total Revenue	<u>34,144,538</u>	<u>1,259,814</u>	<u>59,261</u>	<u>34,474</u>	<u>35,538,067</u>
<b>Expenditures</b>					
General government	1,381,567	-	-	-	1,381,567
Public safety	3,976,713	-	-	-	3,976,713
Education	21,382,876	943,053	-	-	22,325,929
Public works	1,556,368	-	-	-	1,556,368
Human services	269,623	-	-	-	269,623
Culture and recreation	607,170	-	-	-	607,170
Debt service	2,365,509	-	-	-	2,365,509
Capital outlay	-	249,178	1,971,553	-	1,971,553
Community development	-	-	-	-	249,178
Intergovernmental	1,936,794	-	-	-	1,936,794
Miscellaneous	28,564	-	-	26,864	55,428
Total Expenditures	<u>33,565,204</u>	<u>1,192,231</u>	<u>1,971,553</u>	<u>26,864</u>	<u>36,695,852</u>
Excess (deficiency) of revenues over expenditures	639,334	67,583	(1,872,292)	7,610	(1,157,765)
<b>Other Financing Uses</b>					
Bond proceeds	-	-	1,194,500	-	1,194,500
Transfers out	(600,000)	-	-	-	(600,000)
Total Other Uses	<u>(600,000)</u>	<u>-</u>	<u>1,194,500</u>	<u>-</u>	<u>594,500</u>
Excess (deficiency) of revenues over expenditures and other uses	39,334	67,583	(677,792)	7,610	(563,265)
<b>Fund Equities, beginning, as restated</b>	<u>(3,278,477)</u>	<u>61,607</u>	<u>1,769,222</u>	<u>26,288</u>	<u>(1,421,360)</u>
<b>Fund Equities, ending</b>	<u>\$ (3,239,143)</u>	<u>\$ 129,150</u>	<u>\$ 1,091,430</u>	<u>\$ 33,898</u>	<u>\$ (1,984,625)</u>

The accompanying notes are an integral  
part of the financial statements

## CITY OF ROCHESTER, NEW HAMPSHIRE

Statement of Revenues and Other Sources, and  
Expenditures and Other Uses - Budget and Actual  
- General Fund

For the Year Ended June 30, 1993

	<u>Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Taxes</b>			
Property, resident	\$ 24,573,371	\$ 24,573,371	\$ -
Auto permits	1,540,000	1,543,233	3,233
Miscellaneous	591,978	685,126	93,148
<b>Intergovernmental</b>			
City	1,520,451	1,559,103	38,652
School	5,316,812	5,321,707	4,895
License and permits	183,480	137,265	(46,215)
Charges for services	115,114	271,456	156,342
Miscellaneous revenue	115,000	170,924	55,924
Interest income	75,000	127,865	52,865
Fund balance	<u>300,000</u>	<u>300,000</u>	<u>-</u>
<b>Total Sources</b>	<b>34,331,206</b>	<b>34,690,050</b>	<b>358,844</b>
<b>Expenditures and Other Uses</b>			
General government	1,455,806	1,381,567	74,239
Public safety	4,010,079	3,957,790	52,289
Education	21,348,529	21,348,529	-
Public works	1,560,989	1,556,388	4,601
Human services	319,382	269,623	49,759
Culture and recreation	631,326	607,170	24,156
Debt service	2,431,695	2,365,509	66,186
Miscellaneous	36,606	28,564	8,042
Intergovernmental	1,936,794	1,936,794	-
Transfer out	<u>600,000</u>	<u>600,000</u>	<u>-</u>
<b>Total Uses</b>	<b><u>34,331,206</u></b>	<b><u>34,051,934</u></b>	<b><u>279,272</u></b>
<b>Excess of sources and uses</b>	<b>\$ <u>-</u></b>	<b>\$ <u>638,116</u></b>	<b>\$ <u>638,116</u></b>

The accompany notes are an integral  
part of the financial statements

# A Bonds Payable

Bonds payable at June 30, 1993 are comprised of the following issues:

	Final Maturity Date	Interest Rate	Balance at June 30, 1993		
			Governmental Funds	Enterprise Funds	Total
Outstanding debt					
Fiscal year change bond #2	November 1997	variable	\$ 1,782,408	\$ 17,592	\$ 1,800,000
High School and Allen School Addition	October 2004	7.50%	558,000	-	558,000
Public buildings repairs	October 2005	7.50%	1,842,000	-	1,842,000
Capital bond issue #2	September 1994	8.60%	105,482	24,518	130,000
Capital bond issue #3	November 1999	9.40%	1,064,852	60,148	1,125,000
Capital bond issue #4	November 1995	7.45%	414,093	5,907	420,000
Capital bond issue #5	October 2008	variable	4,253,725	3,551,275	7,805,000
Capital bond issue #6	August 2008	variable	3,187,948	4,312,052	7,500,000
Capital bond issue #7	January 2010	variable	6,282,983	1,692,017	7,975,000
Capital bond issue #8	December 1996	6.80%	16,505,690	554,310	17,060,000
Capital bond issue #9	January 2013	variable	1,194,500	405,500	1,600,000
Water pollution phase 1	December 1996	3.90%	-	400,000	400,000
Waste water treatment plant	July 2004	variable	-	1,350,000	1,350,000
Sewer capital improvements bond	November 2005	8.16%	-	1,235,000	1,235,000
Water bonds	November 2006	7.04%	-	10,235,000	10,235,000
			<u>\$ 37,191,681</u>	<u>\$ 23,843,319</u>	<u>\$ 61,035,000</u>

The annual requirements to amortize debt outstanding as of June 30, 1993 are as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1994	\$ 4,330,000	\$ 4,174,877	\$ 8,504,877
1995	4,390,000	3,853,533	8,243,533
1996	4,390,000	3,534,336	7,924,336
1997	4,325,000	3,218,464	7,543,464
1998	4,305,000	2,903,414	7,208,414
1999-013	<u>39,295,000</u>	<u>15,296,051</u>	<u>54,591,051</u>
	<u>\$ 61,035,000</u>	<u>\$ 32,980,675</u>	<u>\$ 94,015,675</u>

Approximately \$9,090,000 of principal and \$895,000 of interest on this debt is being funded by contributions from the State of New Hampshire

#### B Legal Debt Limit

The maximum debt limit for the City under statute is as follows

	<u>Net Debt Outstanding</u>	<u>Percent of State Assessed Value</u>	<u>Statutory Limit</u>	<u>Available Debt Limit</u>
School	\$ 22,271,481	7.00 %	\$ 59,358,132	\$ 37,086,651
Water	13,964,269	10.00 %	84,797,331	70,833,062
All other	<u>13,137,792</u>	1.75 %	<u>14,839,533</u>	<u>1,701,741</u>
	49,373,542		<u>\$ 158,994,996</u>	<u>\$ 109,621,454</u>

Not Subject to  
Limitations

Fiscal year change	
bonds	1,800,000
Sewer	<u>9,861,458</u>
	<u>11,661,458</u>
	<u>\$ 61,035,000</u>

The statutory limit is based on the state Department of Revenue Administration's assessed valuation of \$847,973,313

15 Segment Information For Enterprise Funds

The City maintains Enterprise Funds which provide water, sewer and recreational services. Segment information for the year ended June 30, 1993 follows

	<u>Sewer</u>	<u>Water</u>	<u>Arena</u>	<u>Total</u>
Operating Revenues				
Charges for services	\$ 1,854,164	\$ 2,414,574	\$ 206,148	\$ 4,474,886
Other	93,057	33,888	36,395	163,340
Total Operating Revenues	<u>1,947,221</u>	<u>2,448,462</u>	<u>242,543</u>	<u>4,638,226</u>
Operating Expenses				
Personnel	301,821	404,152	71,882	777,855
Supplies and equipment	36,314	146,648	21,443	204,405
Depreciation	445,614	479,210	834	925,658
Utilities	173,741	65,939	49,414	289,094
Other expenses	61,541	202,472	85,448	349,461
Total Operating Expenses	<u>1,019,031</u>	<u>1,298,421</u>	<u>229,021</u>	<u>2,546,473</u>
Operating Income	928,190	1,150,041	13,522	2,091,753
Nonoperating Revenues and (Expense)				
Intergovernmental	158,481	-	-	158,481
Interest revenue	8,585	12,521	-	21,207
Interest expense	(681,969)	(993,461)	-	(1,675,430)
Total Nonoperating Revenues and (Expense)	<u>(514,802)</u>	<u>(980,940)</u>	<u>-</u>	<u>(1,495,742)</u>
Income (loss) before operating transfers	413,388	169,101	13,522	596,011
Operating Transfers In (Out)				
Transfer in	200,000	400,000	-	600,000
Total Operating Transfers in (Out)	<u>200,000</u>	<u>400,000</u>	<u>-</u>	<u>600,000</u>
Net Income (Loss)	613,388	569,101	13,522	1,196,011
Depreciation on assets acquired with contributed capital and municipal investment	<u>292,139</u>	<u>24,087</u>	<u>300</u>	<u>316,526</u>
Net Increase in Retained Earnings	905,527	593,188	13,822	1,512,537
Retained Earnings July 1, 1992	<u>278,425</u>	<u>741,925</u>	<u>52,277</u>	<u>1,072,627</u>
Retained Earnings June 30, 1993	<u>\$ 1,183,952</u>	<u>\$ 1,335,113</u>	<u>\$ 66,099</u>	<u>\$ 2,585,164</u>
Additional Segment Information				
Fixed asset additions	\$ 61,974	\$ 219,999	\$ -	\$ 281,973
Advance from General Fund	1,153,262	1,153,499	-	2,306,761
Total Assets	26,528,370	18,183,955	74,045	44,786,370
Long-term obligations	9,872,234	13,971,085	-	23,843,319
Bonds payable	9,872,234	13,971,085	-	23,843,319
Net working capital	(810,435)	(627,024)	60,859	(1,376,600)
Total equity	14,739,609	2,171,711	67,149	16,978,469



# REPORT OF THE CODE ENFORCEMENT DEPARTMENT 1992-1993

The Code Enforcement Department has been very active during this 12 month period. As the population of Rochester continues to grow so does the responsibility of the department to enforce the rules and regulations of the City of Rochester. This office remains dedicated to this responsibility and will continue its program of positive code enforcement as a means of ensuring the health and safety of the citizens of Rochester.

The total revenue collected by the Code Enforcement Department was \$85,916.50 and is categorized as follows:

Food Establishment Licenses .....	\$18,240.00
Animal Control Fines & Shelter Fees .....	3,264.00
Code Enforcement Permits .....	15,959.50
Building Permits .....	48,453.00
	<hr/>
	\$85,916.50

The total amount expended by the department was \$163,310.12.

## BUILDING INSPECTION

Major duties of the department include the administration of the BOCA National Building Code, the review and issuance of building permits, and the inspection of construction sites to ensure their conformance with the Zoning Ordinance, Planning Board approvals, and the Building and Life Safety Codes. A total of 1,346 permits were issued with an estimated building cost of \$9,894.254.

## HEALTH

The major health related duties of the department continue to be the licensing and inspection of the City's food service establishment industry. We have worked closely with the owners and operators to ensure compliance with the N.H. rules for the sanitary production and distribution of food. During the year each food establishment was inspected a minimum of two times and as a whole Rochester's food establishments are in excellent condition.

The department also performed inspections of day care and foster home facilities, investigated housing code complaints and responded to various health related concerns of the citizens of Rochester.

The Animal Control Officer, Mr. John Fitch, has remained very active. During this year he responded to a total of 597 animal related complaints and impounded 161

dogs. As part of our agreement with the Cocheco Valley Humane Society, 68 unclaimed dogs and cats were brought to the shelter for possible adoption.

The Board of Health has met periodically throughout the year. They remain active in the City's food service establishment licensing and inspection program and they have also advised the Health Officer and Animal Control Officer regarding rabies control.

The Board of Health is comprised of the following members:

Dr. Thomas Moon, D.V.M. - Chairman

Mr. John Stowell, H.O. - Secretary

Dr. James DeJohn, M.D.

Mr. William Keefe, P.D.

Dr. William Olney, M.D.

## **CODE ENFORCEMENT**

Other general activities performed by the department included inspection and licensing of mobile home parks, inspection of public school buildings and licensing of bowling alleys, movie theaters, pool tables, taxi cabs, junk yards, second hand dealers, video games and hawkers and peddlers.

Respectfully submitted,

John Stowell

Director of Code Enforcement

# BUILDING PERMITS FISCAL YEAR 1992-1993

Month/ Year	Conv. Homes	Condos & Apartments	Mobile Homes	Residential		Nonresidential				Fire Protection								
				Additions Alterations Repairs & Outbuildings	Nonresidential Buildings	Additions Alterations Repairs & Outbuildings	Foundations	Mechanical										
Jul '92	2	120,000	0	0	4	121,000	27	88,581	2	79,000	4	302,632	1	5,400	8	21,141	1	1,000
Aug '92	4	186,500	0	0	2	51,160	32	68,391	1	7,000	7	127,900	0	0	9	35,250	0	0
Sep '92	1	51,200	0	0	4	155,800	25	123,040	0	0	3	6,175	1	1,300	19	47,719	1	10,500
Oct '92	1	65,000	0	0	5	95,890	24	228,919	0	0	9	120,811	0	0	13	38,128	0	0
Nov '92	2	105,000	0	0	1	28,607	10	81,325	0	0	5	79,100	1	48,000	14	78,552	0	0
Dec '92	3	145,000	0	0	3	82,000	10	66,575	2	424,000	8	65,710	0	0	5	14,800	1	600
Jan '93	1	55,000	0	0	3	85,135	9	94,750	1	532,335	5	77,500	0	0	11	134,400	1	25,000
Feb '93	2	129,000	0	0	4	120,000	7	36,900	1	4,500	6	186,477	0	0	8	18,650	2	4,600
Mar '93	0	0	0	0	1	18,000	6	38,300	0	0	2	55,500	1	1,850	5	18,274	0	0
Apr '93	1	60,000	0	0	9	209,445	23	88,282	0	0	11	285,002	0	0	9	80,880	4	14,876
May '93	2	92,000	0	0	6	149,875	55	233,025	0	0	9	120,100	0	0	13	40,639	5	1,524
Jun '93	5	238,543	0	0	6	150,500	34	155,708	1	20,000	12	1,290,200	0	0	11	104,500	1	10,000
	24	1,247,243	0	0	48	1,267,412	262	1,303,796	8	1,066,835	81	2,717,107	4	56,550	125	632,933	16	68,100

BUILDING PERMITS (Continued)

	Electrical	Plumbing	Signs	Pools	Other	Renewals	Monthly Total	Year To Date Total	Demolitions
46	58,895	13 34,986	2 240	4 24,639	6 6,630	0 0	120 864,144	120 864,144	2 2,200
43	44,377	13 27,500	2 2,070	5 9,540	3 8,900	5 27,500	126 596,088	246 1,460,232	2 500
52	24,000	13 13,950	3 4,150	0 0	3 3,800	2 161,000	127 602,634	373 2,062,866	3 5,520
49	39,990	14 26,400	4 4,000	0 0	9 14,469	0 0	128 633,607	501 2,696,473	1 1,000
37	30,760	8 10,250	4 9,870	0 0	2 24,602	1 6,000	85 502,066	586 3,198,539	0 0
41	46,265	13 13,900	1 1,000	0 0	1 1,000	2 8,200	90 869,050	676 4,067,589	2 700
28	217,785	9 38,670	1 150	0 0	0 0	1 20,000	70 1,280,725	746 5,348,314	1 100
30	63,910	16 16,900	7 19,050	0 0	0 0	1 20,000	84 619,987	830 5,968,301	2 8,500
31	24,555	6 15,450	3 5,050	0 0	0 0	4 7,500	59 184,479	889 6,152,780	1 175
45	62,725	13 30,375	3 3,835	1 1,900	6 7,032	0 0	125 844,352	1,014 6,997,132	4 12,400
53	29,960	13 24,800	6 18,860	6 41,500	8 6,058	2 50,300	178 808,641	1,192 7,805,773	3 650
60	80,435	14 21,320	2 2,000	5 10,700	1 1,975	2 2,600	154 2,088,481	1,346 9,894,254	0 0
515	723,657	145 274,501	38 70,275	21 88,279	39 74,466	20 303,100	1,346 9,894,254		21 31,745

# **REPORT OF THE FIRE DEPARTMENT 1992-1993**

I submit this Fire Report for the Fiscal Year of July 01, 1992 through June 30, 1993 for the Rochester Fire Department.

This fiscal year has continued to be difficult due to the City and the regions economic condition, however our personnel have worked hard to improve our operation in light of these difficulties.

I continue to be pleased and impressed with the quality of our firefighting force and the positive progress they have made for our City.

Our continued efforts on the City Master Plan process is a primary focus of this administration. Our internal goals and objectives for our organization reflect our Master Plan recommendations, and is an on-going process.

Our department has made significant improvements in the areas of tools, portable equipment and our overall state of readiness, however the major issues that still need to be addressed in our future are the full-time manning levels, the Fire Sub-stations and our response, as well as the overall condition of our main fire attack pumpers.

In the area of Fire Prevention, we have a very solid program and have had good success with the general public and the City Schools for Public Fire Education.

The October 1992 Fire Prevention Parade and demonstration at the Central Fire Station was a huge success and was a result of the full-time and part-time firefighters working well with each other.

The Training levels of our force continue to receive a high priority on a daily basis and on a program basis.

Our Full-Time personnel, on a percentage basis, have the highest attainable levels available.

Our Call-Force has a higher degree of training due to a revised program designed to provide flexibility, make up and more diversity.

Additional plans and research are underway to assist the department in meeting more of the nationally accepted Training and Safety Standards.

## **SUMMARY**

As we state in previous reports, the Rochester Fire Department serves its community well. Our force is comprised of some of the most experienced Full-Time and Call

firefighting personnel in the region who are not only very talented, but enthusiastic, motivated and dedicated to their public safety role in the community.

Fire protection for any community is only a part of a larger "pie" which make up governmental services. This is why it becomes increasingly more important for us to justify more appropriately, plan with more foresight, to be more productive and to examine what's appropriate for the City of Rochester.

As I've stated in previous years, our department needs serious attention in many areas in order to keep pace with our City's growth and future projections.

Simply put, we cannot continue to cover almost 50 square miles from one fire station, whereby the response time in some areas exceeds 10 minutes. We cannot continue to have front-line fire attack pumpers, that are 20 years old, with no systematic and prudent replacement plan, responding to emergencies. We also cannot continue to operate with insufficient full-time manning levels where there are simply not enough people to cover the number and frequency of our calls to the public.

We look forward to addressing these issues for the future in the proper format, while understanding and coping with our less-than-desirable City financial picture.

For now, our people will continue to work hard so that we have the best firefighting force available.

I would like to thank the various City Departments for their assistance over the past year, the employees of this department who are directly responsible for the success of our organization, you the City Manager, the Mayor and City Council, and the citizens of Rochester which we serve.

Respectfully submitted,

Mark Dellner  
Chief of Department

# FIRE DEPARTMENT RESPONSE ACTIVITY

The activities of these divisions are as follows:

<b>EMERGENCY RESPONSE CALLS</b>	<b>FY '93</b>
Building Fires.....	48
Vehicle Fires.....	43
Other Fires.....	88
Overpressure Ruptures.....	03
Emergency Medical Treatment .....	107
Other Medical Treatments.....	76
Hazardous Condition Calls .....	165
Service Calls .....	170
Good Intent Calls .....	135
Malicious False Calls .....	12
Other False Calls .....	200
All Other Emergency Calls .....	14
	<hr/> 1,061

<b>NON-EMERGENCY ACTIVITY</b>	<b>FY '93</b>
* Fire Alarm Test .....	N/A
* Alarm Boxes Plugged Out.....	N/A
Day Care Inspections.....	36
Fire Drills.....	97
Fire Investigations .....	19
Fire Safety Inspections .....	386
Fire Watches .....	16
Foster Home Inspections .....	11
Oil Burner Inspections.....	94
Public Assist Calls .....	15
Training Sessions.....	765
Woodstove Inspections .....	09
	<hr/> 1,448

Total Activity for Fiscal Year 1993 = 2,509 Incidents

\* The Fire Department no longer performs these functions with the elimination of the old Municipal Fire Alarm system.

These two functions totalled **649** non-emergency incidents last year.

## **REPORT OF THE ECONOMIC DEVELOPMENT DEPARTMENT 1992-1993**

This past year was not an easy one for the industry of the City. The national economy certainly had an effect on us. The worry over the closing of the Portsmouth Naval Shipyard cast a pall over the region. Those businesses tied to the New Hampshire economy had to work doubly hard just to stay even. Fortunately for the City of Rochester, there were some bright spots.

Rochester welcomed a new company just after the beginning of the new year. Granit Corporation moved to the Gonic Mill complex in Gonic. Granit Corp. is a young entrepreneurial company involved in lasers. We are delighted they chose Rochester and I am sure you will hear more about this company in the future.

K.W. Thompson Tool, a company that has been in Rochester for 30 years, continues to expand. In addition to more manufacturing space, the company built an outlet store for Fox Ridge Outfitters. The attractive facility is located near the company's main manufacturing facility.

Another bright spot is April Cutting Die. New owners have renamed the company New Hampshire Cutting Die, Inc. and are looking to add new customers as well as new staff. The Economic Development Department and the Community Development office played a key role in assisting the new owners. We wish them success.

Cabletron Systems continues to shine. The company added 300 jobs and is planning in the next year to add an additional 300 jobs as well as 120,000 sq. ft. of new space. Other good news included Encore Shoe Company taking an additional 30,000 sq. ft. for warehousing. Other companies adding space include Fall Machine, Innovative Plastic Technologies, Polar Associates, Salmon Falls Precision Fabricators and Dover Flexo Electronics.

The Rochester Economic Development Commission has worked hard over the past years to broaden our industrial base. The variety and size of Rochester manufacturers indicate that the Commission has done their job well.

A sincere thank you to the City Manager, Mayor and City Council for their strong support of economic development. That support will insure continued growth with our existing companies as well as opportunities for new industry.



# **REPORT OF THE LIBRARIAN OF THE ROCHESTER PUBLIC LIBRARY 1992-1993**

There have been many changes at the Rochester Public Library in the last year. Three of the four senior supervisory positions at the library have changed hands, the feasibility of adding an addition to and renovating the existing library building has been studied, and an increasing number of library users continued to heavily use the children's and the reference departments, requiring library staff to seek new ways to satisfy the needs of library users.

## **SERVICES**

The library ceased to offer Sunday hours entirely and closed Saturdays in June during FY 1992/93. This cut in hours was initiated in FY 1991/92 in February after the loss of several staff members. It was not re-instated in the next budget and in fact the hours remain cut from the library's budget to the present. This has meant that the library is open 56 fewer hours per year compared to earlier years. This cut in hours, as well as an increase in closures due to severe weather, has an effect on the annual circulation figures for FY 1992/93. The total circulation was 140,734. This is a decrease of 2% over last year's figure, but is still a 9% increase over two years ago. If the library had been open only four additional days, there would have been no decrease. The Children's Department circulation was 68,504 while the adult department circulated 72,230 items.

There were 5,884 reference questions asked. That's an average of almost 500 questions per month. In March 1993, a record 738 reference questions were asked. Coverage of the reference desk by a professional reference librarian was expanded to 45 of the 60 hours the library is open each week. The reference hours will be expanded again in FY 93/94. Demand for this kind of service continues to rise as the quality of service provided by the librarians becomes recognized by more and more library users.

Adult programming included quilting classes, a financial management class and the annual photography exhibit. Children's programs included three series of story times filled to capacity and a number of origami and other Japanese culture related programs presented by an exchange intern. There was also a Summer Reading Program which had 668 children enrolled.

While the library staff knew 1993 was a centennial for the library, we did not know the exact date. In June, with the help of a volunteer who researched the library's anniversary history for us, we discovered that on June 23, 1893 the Rochester City Council voted to form a free municipal library for the citizens of Rochester. The day the new library actually opened was January 24, 1894. Plans are underway to celebrate that anniversary during 1994.

## **PERSONNEL**

There were major changes in personnel during FY 1992/93. The Technical Services Librarian position, which was vacant for eight months, was filled in September by Bill Morrison. In October, after four years of working for the city, Library Director Tedine Roos resigned. The Adult Services Librarian, Cynthia Scott, became the Acting Director for five months until she was chosen as the permanent director. A temporary reference librarian, Andrea Bouchard, who covered the reference desk during this period, was later hired to fill the Adult Services Librarian position. Library Assistant, Debbie Christie, took a four month maternity leave early in 1993. Katherine Wright was hired to cover her job until her return.

The library increased its usage of volunteers, community service, and welfare recipient workers. Many of these people come and go, but a number have provided valuable assistance to the library on an ongoing basis.

## **BUILDING AND FACILITIES**

Between September 1992 and February 1993 the Library Board of Trustees, the Director, and interested citizens met with the architect Dennis Mires to do a feasibility study of an addition and renovation project at the current library location. Each Wednesday evening the group met to discuss solutions to the various difficulties inherent in trying to adapt an older building to modern library usage. A plan which satisfied most of the concerns of those involved was developed and it was determined that it was possible to expand the library at the current downtown site. Funds to do an architectural plan are included in the capital improvements budget for FY 1993/94.

Several small building maintenance projects were completed. The flat roof over the Children's Department was repaired once again. This time it seems to have been a successful repair job since there has been no leaking. Several trees and bushes which were overgrown, damaged, or too close to the building were removed. The front of the library is now visible from the street making it easier for people to find the library.

## **AUTOMATION AND TECHNICAL SERVICES**

The disc drive of the computer in the Technical Services Department failed in July. A replacement was purchased in August which was better suited to the automation projects the library has undertaken in recent years. This computer is used to catalog library material and to maintain the database of library holdings for the on-line catalog.

Two compact disc based catalogs were placed in the library in 1992, one in the Children's Room and one in the Adult Reading Room. Many people find the computer catalogs easier to use than the card catalog. The library began the year with 5,000 records in the database and ended the year with 9,000 records. The total collection is about 60,000 items. Time spent on the retrospective conversion project was reduced due to staffing problems.

## **FRIENDS OF THE ROCHESTER PUBLIC LIBRARY**

In November 1992, the Friends group became active again. This is due in large part to the enthusiasm of John Berrio, President. The group originally started in 1971, but in the past few years lack of interest caused the group to become largely inactive. After several meetings to get things organized, the group formally re-activated in April 1993. Support from a number of local businesses and individuals enabled the group to start a newsletter. The assistance of this organization will be invaluable to the library. The Friends are working on plans to help raise funds for the library building project as well as other smaller projects.

The library staff and I are working to assess the needs and wants of the community in order to provide the kind of quality service the citizens of Rochester expect. With concrete goals and objectives, we will be better equipped to start our second century of library service.

Respectfully submitted,

Cynthia L. Scott  
Librarian

## TRUSTEES

David Tinkham, Chairperson Ward 3  
Term to expire 1996

Ann Marie Cassavechia, Treasurer At Large  
Term to expire 1994

Sherry Kempe, Secretary Ward 5  
Term to expire 1995

Diane Brennan, Ward 2  
Term to expire 1995

Sharon Hall, Ward 4  
Term to expire 1996

Nancy Hubbard, Ward 1  
Term to expire 1994

Vacant, City Manager's Designate

## STAFF AS OF JUNE 1993

Director	Cynthia L. Scott
Adult Services Librarian	Andrea M. Bouchard
Children's Services, Head	Karen McCarthy Eger
Technical Services	Billy M. Morrison
Children's Librarian	Marie L. Bisbee
Library Assistant II, Circulation	Joan B. Cranton
Library Assistant	Eleanor A. Berney
Library Assistant	Blanche A. Valley
Library Assistant	Patricia A. Roese
Library Assistant	Ruth L. Clough
Library Assistant	John J. Collins
Library Assistant	Mary Theresa Locke
Secretary	Gail W. Pearson
Page	Patricia Clement
Page	Christopher J. Marzoli
Page	Steven L. Sirois

## LIBRARY COLLECTION

Books Added	3,841
Books, AV, Audio Discarded	1,112
Books Not Returned (1991/92)	464
Microforms	
Microfilm rolls	1
Microfiche sheets	847
Audiovisual Materials	
Tape cassettes added	137
Videos added	224
AV not returned	13
Periodical and Newspaper Subscriptions	190

## LIBRARY SERVICES

Public Service Hours	2,897
Borrowers Registered in 92/93 (3 yr. cards)	3,150
Adult Circulation	72,230
Juvenile Circulation	68,504
	<hr/> 140,734
Reference Questions, Adult and Juvenile	5,884
Children's Services	
Number of programs	143
Attendance	5,166

## RESOURCE SHARING

Interlibrary Loan	
Provided to other libraries by Rochester	772
Received from other libraries	657
Number of requests processed	1,736
(includes filled and unfilled)	

## LIBRARY OPERATING EXPENSES 1992/1993

Salaries		215,128
Longevity		1,823
Books, Periodicals and Pamphlets		45,956
Books:		
City	21,429	
Trust	4,281	
Special	14,247	
	<u>39,957</u>	
Periodicals and Pamphlets:		
City	5,107	
Special	892	
	<u>5,999</u>	
Microfilm, Microfiche		5,343
Database Services		3,828
Audio and Video Cassettes		8,445
City	4,974	
Special	3,471	
	<u>8,445</u>	
Binding		489
Professional and Co-op Dues		190
Equipment		1,359
Electricity		5,009
Telephone and Telecommunications		6,971
Sails	2,514	
Centrex	1,347	
Catalog	3,110	
Fuel		2,652
Water		299
Sewer		250
Library Maintenance Items		1,000
Staff Development, Conferences		510
Special Events		456
Supplies		5,555
City	5,106	
Special	449	
	<u>5,555</u>	
Postage		1,614
Service Contracts, Office Mach. Maint.		1,355
Misc. Printing, Advertising, Trustees, Etc.		903
Transfers and Misc.		537
Capital Improvements		14,551
Year end balances		14,273
		<u>338,496</u>

## LIBRARY INCOME BY SOURCE

City of Rochester Operating Budget	293,877
City of Rochester Capital Budget	15,000
Trust Fund Interest	4,073
Fines and Fees	8,658
Out of Town Registrations	5,215
Gifts	712
Book Sales	2,196
Copy Machine Profit	890
Miscellaneous Cards, Computer, Microfilm, Etc.	289
Miscellaneous Transfers and Interest	2,012
Balances June 1993	5,574
Total Income:	<u>338,496</u>

# **REPORT OF THE DEPARTMENT OF PLANNING, DEVELOPMENT AND ZONING 1992-1993**

The fiscal year 1992-1993, started with a continuation of the downturn in applications but ended with numbers that suggested the beginning of an upturn. Over the year the department has concentrated on transportation planning, master planning, community development planning, wetland surveying, impact analysis, and information system development. After many nights of hard work, the Planning Board and Planning Department have completed the master plan update. We have begun the difficult task of putting together the Capital Improvement Program and Impact Fee Ordinance which, are dependent on the completion of the master plan. One of our major contributions was to work with the new city manager to complete the writing of the application processing quality control program. This program is designed to improve the quality of the built environment and provide more efficient processing for the applicant. It also addresses better record keeping and inspection. The department has submitted seven grants and has, to date, been successful in two cases.

## **GOALS FOR 92/93**

1. Complete the Conservation section of the Master Plan.
2. Write a Capital Improvement Program for Rochester.
3. Write an Impact Fee Ordinance for Rochester.
4. Write an Adult Material Ordinance for Rochester.
5. Test and Improve the Application Quality Control Program.

## **DIVISION OF LONG-RANGE PLANNING**

The Long-Range Planning Division has again concentrated its activities on Master Planning and building the Decision Support System (information system). The extensive computer based decision support system has begun to realize its "pay-back" by providing interactive support for project analysis and map making.

**MASTER PLANNING:** The Planning Board has approved the Transportation, Recreation, Economic Development, Housing, Government, and Introduction Sections of the master plan up-date.

Data collecting has begun on the Conservation Section of the master plan with the Conservation Commission's wetland mapping program.

**LONG-RANGE PLANNING:** The Department completed the first draft of the impact fee ordinance and began the intensive work required by the new E 911 RSA. An impact zone was designed for the Milton/Cross Road's area. Participation by the Department in local and state transportation issues has been very active.



**DECISION SUPPORT SYSTEM:** A Decision Support System is an extension of the Information System. A DSS is computer driven, like the Information System, but it ensures that the information is properly packaged for the decision maker. The major accomplishments of the DSS is the tax map updating and transportation planning. We now have all applications from June of 1991 to date and many different transportation and landuse databases on the system. Members of the department have provided presentation on Rochester's system for conferences in Washington, D.C. and at SUNY University in New York.

**APPLICATION PROCESSING:** Even with applications and requests for information returning to the pre 1989 amount, the department has worked very hard in ensuring quality control of the approval process. We have responded to the need for a more quality program by identifying in detail a process and by hiring a skilled planner to carry out this process. We would like to thank the following members for their dedication and hard work. The regular members: Neil Lachance, Chairperson; Phillippe Scott, Vice Chairperson; Roger Larochelle Jr., Secretary; Maurice Gagne; Annette Plaisted; and James McManus, Ex-Officio. The Alternative members are Elmer LaVallee, Kathleen Justice, and Edward Saputa, Alternate Ex-Officio, Council Member.

The following table represents comparative two year workload of the Planning Board:

	<b>FY 1991-92</b>	<b>FY 1992-93</b>
Limited & Major Subdivision	18	18
Subdivision Lots	0	14
Applications for License to Operate a Mobile Home Park	1	2
Site Review	45	23
Excavation Permits	0	2
Lot Line Revision	10	15
Amendments	2	0
<b>Total</b>	<b>76</b>	<b>74</b>

## **ZONING**

Membership on the Board has changed considerably during this fiscal year. We wish to thank the following members, who have resigned as Zoning Board Members: Sue Rollins, and Edward Mullen. We also would like to take this time to thank the following members: Sieglinde Fizz, Chairperson; David Stevens, Acting Chairperson; and our new members Diane Johnsen; Stephen Wallace; Stephen Fenstermaker; Clyde Douglass; George Jackson; Jim Bauer and Earl Rehauer Jr., for their dedication and interest in the City's Development.

The following table represents the applications processed for the year:

	Approved	Denied
Exceptions	8	0
Variances	15	4
Appeal of Administrative Decision	2	1
Rehearings	5	1
<b>Total</b>	<b>30</b>	<b>6</b>

## COMMUNITY DEVELOPMENT

The Community Development Block Grant (CDBG) is offered by the U.S. Department of Housing and Urban Development (HUD). The federal grants are aimed at promoting sound community development. The program provides financial assistance to carry out a wide range of community development activities directed toward neighborhood revitalization, residential rehabilitation, and economic development. Removal of architectural barriers, public service agencies, and public capital improvements.

The City's CDBG Program, continues to provide financial assistance to support adequate supplies of safe, decent, sanitary, and affordable housing for low/moderate income individuals and/or families in Rochester, East Rochester, and Gonic.

The Community Development staff provided administrative, technical, and financial assistance, made available through the form of a grant, to support the rehabilitation of one (1) single-family, owner-occupied units. The funds are being provided to a Mobile Home Park cooperative with 81 sites to support the repair or replacement of failed septic systems.

The City, through its CDBG Program, is constantly searching for new and better ways to improve its citizens' economic opportunities and overall housing conditions.

As such, the Community Development staff personnel designed several new housing programs and an economic loan program. The new housing programs are in the form of a loan and will address safety and code violations, etc. The new program has been designed to enable the housing program to be self-perpetuating and will enable the City to serve more residents in the rehabilitation of their properties.

The C.D. staff is also very excited about the new economic loan program entitled "Job Opportunity Benefit" Loan Program (JOB). The loan program will provide financial support to qualified businesses, within the boundaries of the City of Rochester, and may be used for rehabilitation, acquisition, and/or to purchase machinery or equipment; thereby, strengthening and increasing the job opportunities for the citizens of Rochester.

Six (6) small businesses have been approved and currently employ 46.5; will retain an additional 23.5; and will create 36 over the next two (2) years.

There has been a determination of several neighborhood coalitions, to improve the aesthetics of their neighborhoods. In the past, these neighborhoods were considered depressed neighborhoods, the City along with the residents are striving to remove that stigma. A prime example would be the Academy Street Project. The City's Planning, Development, and Zoning Department had an in-house landscape designer on staff who has worked closely with the neighborhood residents in the development of their neighborhood design and had the overall responsibility of managing the ongoing project. The residents in that area should be proud of their involvement as the project is now completed and the results are dynamite.

The City's Community Development staff has been involved in evaluation of public buildings for handicap accessibility and providing technical support in addressing the new requirements of the "Americans with Disabilities Act" (ADA).

The C.D. staff personnel has worked closely with Public Service Agencies, who are receiving CDBG Funds. These agencies are monitored at least annually to ensure they are in compliance with HUD Regulations.

The Public Service Agencies have provided support to the following population: homeless and at-risk, domestic violence victims, mentally and physically disabled, terminally ill, ADS, HIV, and other related diseases.

Title I of the National Affordable Housing Act has established requirements that States and local governments that apply for direct assistance under the U.S. Department of Housing and Urban Development Department (HUD) programs have a housing strategy that has been approved by HUD. This housing strategy, titled *The Comprehensive Housing Affordability Strategy* (CHAS), is a comprehensive planning document that identifies a jurisdiction's overall needs for affordable and supportive housing and outlines a strategy to address those needs. The CHAS must be submitted and approved by the U.S. Department of Housing, Urban, and Development prior to the City of Rochester receiving its Community Development Block Grant. The C.D. Coordinator has been actively involved in producing this report. The report consists of a community profile, a five-year strategy plan and an annual report identifying how the jurisdiction will achieve the five (5) year goals. Once completed, the CHAS will prove to be a valuable tool in accessing the jurisdiction's needs.

Fiscal Year 93-94 should prove to be another busy and exciting year for the Community Development staff; along with the continued support of Economic Loan program, the City and its residents will continue their fight to abolish the "depressed neighborhood stigmas" and strive to make our community a beautiful place to live.

Respectfully submitted,

Peer Kraft-Lund  
Planning, Development and  
Zoning Director

# **REPORT TO THE POLICE COMMISSION OF THE POLICE DEPARTMENT FOR THE YEAR 1992-1993**

It shall be the duty of the Board of Police Commissioners authorized hereunder to appoint such police officers, constables, and superior officers as it may in its judgment deem necessary and to fix their compensation; and to make all rules and regulations for the government of the police force and to enforce the same.

The Prime Mission of the Rochester Police is the protection of life and property. This is accomplished through fair and equal enforcement, always keeping in mind the rights and dignity of the public.

The basis of all Police Action is the law and the credibility of the Agency. The measure of our service will be judged by the Public in the way we deliver our service. We will hold all personnel to a high level of ethical practices.

We will meet this mission through crime prevention, public relations, and community policing.

Goals of the Rochester Police Department for 1993-1994 are:

**GOAL:** Maintain Community Policing

**OBJECTIVE:** To measure community policing through increasing the number of crimewatches in the City, tracking the reporting of crimes, police presence at coalition meetings, working within the schools to develop awareness of drugs, even beyond D.A.R.E., establishment of a speaker's bureau, and continuing the Chief's outreach to businesses.

**GOAL:** Victim Assistance Program

**OBJECTIVE:** To develop a victim assistance program working with the Police Department for victims of crime. This will be established by getting the protocol for such a program started, and developing measures for evaluation of the program's effect.

**GOAL:** Determine a cost analysis for support services.

**OBJECTIVE:** To analyze the time spent on various functions of our support services, that we will provide a service which is cost effective. This could include what it costs to prepare pistol permits, records reports, and preparation of court cases.

Our staff consists of sworn officers, including the Chief, Major, Captains and Lieutenants, the Patrol and Detective Divisions, and civilian support staff. Although very separate in their job functions, all of us work together in producing a high level of service to the citizens.

We continue to build on the goals and objectives adopted each year. Our public Relations program continues with the School Lunch Program, the Driver's Education classes, the SADD Program, the Good Ol' Sports, the Scouting groups (boys and girls), the "Kindergarten Cop" Program, and the bicycle patrol program. The use of the bicycle has proven very effective, and has grown from two participating officers to five, with the Chief also riding on several occasions.

The success of the D.A.R.E. Program speaks for itself. There are graduates wearing D.A.R.E. T-shirts, and parents putting D.A.R.E. bumper stickers on their cars. The Rochester D.A.R.E. Program began in 1990, and graduated 1,085 students. This included a modified program presented from the Kindergarten level through the 4th grade, and the core curricula presented to the 5th and 6th grades. To date, D.A.R.E. has graduated approximately 3,000 students from the Rochester Schools. We receive new requests each year from the schools to have "the program everybody's talking about" taught in their classroom. We hope to continue to offer this successful and important program to the students of Rochester.

The Rochester Police Department was one of the first to bring the Police Community Relations philosophy into the daily activity of the Jr. High and High School level. The continued interest in the Rochester Police Explorer Program will attest to success of these programs in our Schools.

The Department is still maintaining the Directed Patrol program, which allows us to respond to citizens' concerns in their neighborhoods. Often these concerns relate to traffic infractions such as speeding vehicles where children are present, and OHRV's on the roadway. However we have found that many neighborhood coalitions are begun after directed patrol programs are requested in these areas. This is evident by the increase in neighborhood coalitions being formed throughout the City.

With the success of the Coldspring Coalition, the Department also has Officers who have volunteered as contact persons in the following neighborhoods and projects: School Street and Harrison Avenue, Felker Street in Gonic, Cove Court, Allen School area, Academy Street, and Morton Avenue. Officers are meeting with the residents of Royal Crest, Fieldstone Village, Rancourt Estates, Whispering Pines, Lilac City Estates, and Tara. We also have officers at some of the larger housing complexes, such as Wyandotte Falls, Rochester East, and Partridge Green Apartments.

There are approximately 19 neighborhood groups in the City, and still others requesting information on how to get started. There are more than twelve officers volunteering to work with these groups and other projects. These are some examples that show community policing does work. With the citizens' assistance, community policing now and in the future will be the norm in Rochester.

In fiscal year 1992/1993, we recorded 41,792 reported log entries to the Communications Center. The number of accidents reported in 1992/1993 have increased 26.4% over 1991/1992. With the pedestrian safety and speed grants awarded to us over the past year, we will continue to educate the motoring and pedestrian public of their responsibilities on the roadways in the City.

The Rochester Police Department is committed to receiving input from the citizens and developing an open-minded concept of community policing. It will be that team effort between the Police and the Community that we will all live in a harmonious relationship.

Respectfully submitted,

Donald L. Vittum  
Chief of Police

## **REPORT OF THE PUBLIC BUILDINGS DEPARTMENT 1992-1993**

The responsibilities of the Public Buildings Department continue to be the repair and maintenance of assigned City buildings, as well as maintenance of lawns, parks and recreational facilities. Staff members include the Supervisor of Public Buildings, the Public Buildings Foreman, one full-time maintenance person, four full-time custodians, and three temporary seasonal employees.

During this fiscal year the department assumed responsibility for the maintenance and repair of the former Spaulding High School building now known as the Rochester Community Center. Other major accomplishments for this period included: major renovation of the Tax Collectors Office at City Hall, replacement of the flat roof at the Public Library, removal of the underground gas tank and pump at the rear of the Police Station, removal of the underground fuel oil tanks at the Public Works Garage, installation of a waste oil furnace at the Public Works Garage, and the maintenance of outdoor swimming pools.

The Department will continue, with the cooperation of the Mayor and City Council, to revitalize the City's physical plants.

Respectfully submitted,

John Stowell  
Supervisor of Public Buildings

# REPORT OF THE DEPARTMENT OF PUBLIC WORKS 1992-1993

The activities of this department are as follows:

## DRAINAGE WORK

### STREET

Salmon Falls Road	3' culvert x 40'
Wiley St.	Dry Well
Roy St.	3" Dry Well
Jacobs Dr.	Catch Basin
Twombly St.	12" Catch Basin, 50' pipe
Harding St.	Catch Basin, 40' pipe 12"
Ledgeview Dr.	Catch Basin
Claire St.	Catch Basin, 40' pipe 12"
Wentworth Ave.	Culvert 12"
9 McDuffee St.	Dry Well
Rte. 125 @ 148	Dry Well
Cross Rd. @ RR Crossing	40' x 12" culvert, 40' x 24" culvert
Rochester Neck Rd.	40' x 12" culvert
Gear Rd.	2 Catch Basins x 120' x 12" culvert & pipes
Forest Park Dr.	Dry Well
Whitehall Rd.	D.I. 50' x 8" pipe
Allen School	D.I., Catch Basin 40' x 12" steel pipe & six lengths of 8" plastic

### INTERSECTIONS

DeMoulas	2600' sidewalk, drainage, curb, and traffic lights
Portland Street Intersection	New traffic lights, drainage, new design & 1050' of curb & sidewalks

### PAVING

Hansonville Road - Gear to Barrington line
Whitehall Road - Chamberlain to Mandela Drive
Darby Lane
McNeil Drive
Hobart Street
McKinley Street
Congress Street, South Main to Charles
Florence Drive
Furber Street
Chesley Hill - top of hill
Salmon Falls - Somersworth line to Gagne curve



Orange Street - Gonic  
Winter Street - Gonic  
Liquid Calcium Chloride on Evans Road, Peaslee Road, and Haven Hill Road

**BODY SHOP**

9 trucks and city vehicles - painted and repaired

**DUMP FILL**

1,816 yards

**TREES**

58 trees removed  
29 stumps

**MISCELLANEOUS**

Line painting	Christmas decorations
Traffic & street signs	Traffic and street lights
Cleaning catch basins	Road patching
Street sweeping	Dead animals removed - 46

**SNOW**

69 1/2 inches  
Roads salted and plowed - 19 times  
Roads sanded - 27 times

**SALT**

1,596.65 tons

**SAND**

3,281.0 yards  
Called for after hour jobs - 62 (highway)  
Called for after hour jobs - 32 (water, sewer)

Rochester was first in the REGIONAL SNOW PLOW RALLY again and placed third in the State Rally.

Respectfully submitted,

Bert D. George  
Commissioner  
Department of Public Works

# REPORT OF THE WATER & SEWER WORKS

## 1992-1993

The activities of these divisions are as follows:

### WATER DIVISION

New Water Services	41
Complete Water Relay Services	47
Relays - Main-Stop	62
Relays - Stop to Cellar	34
Services Discontinued	12
Services Repaired	66
Water Turn-ons	142
Water Turn-offs	156
Miscellaneous Water Jobs	214
Road Repairs	63
Water Line Inspections	39
Water & Sewer Estimates	101
Repair, Replace or Relocate Hydrants	19
Gate Boxes Raised	37
Gallons of Water Produced	805,645,000

### SEWER DIVISION

Sewer Service Calls	121
New House Services	18
Repairs To Services	49
Miscellaneous Calls	180
Industrial Inspections	21
Gallons of Wastewater Treated	997,281,000

As part of our continuing water system upgrade, new water lines were installed on the following streets. Furber Street, Madison Avenue, Sherman Street, Dora Drive, Crockett Court and City Hall.

Automation of the Water Treatment Facility allowed us to reduce staffing levels by five people, while still maintaining the optimum degree of water treatment.

My thanks go out to the Mayor and Council for their continued commitment to providing the citizens of Rochester with quality water and sewer services.

Sincerely yours,

Martin G. Laferte, Director  
Water & Sewer

# **REPORT OF THE DEPARTMENT OF RECREATION AND YOUTH SERVICES 1992-1993**

The Department of Recreation and Youth Services is comprised of four programs: Recreation, Court Diversion, Youth Connection, and Substance Abuse Prevention. The department is located in the Community Center on Wakefield Street in Rochester.

The Recreation program provides a diversified range of activities to meet the ever increasing leisure time needs of the community.

The Court Diversion program provides an alternative to the judicial system for selected Rochester youths who have committed delinquent offenses.

The OSAP supports and coordinates programs designed to prevent the abuse of alcohol and other drugs by the citizens of Rochester.

The Rochester Youth Connection program "connects" mature stable adults with youngsters who need companionship and role-modeling. The program also provides interested youth with the opportunity to volunteer at selected worksites within the community, thus getting valuable work skills for future use. We feel very fortunate that the Rochester Rotary Club has sponsored this program since it started.

These programs work very closely with one another to make sure that the youth and adults involved have the necessary support to insure quality in all programs.

The Recreation program in the City continues to offer a wide variety of programs for the very diverse community from the youngest to the oldest. We feel fortunate that the City of Rochester has such a volunteer orientated population. We have been able to offer new programs on a consistent basis because of the willing community.

The program continues to work closely with the many youth sport leagues in the City. The efforts of these groups is to be commended. They have been able to build the facilities necessary for the youth in the City without having to depend on tax dollars. We are pleased to be able to offer these groups coaches' certification training through the National Youth Sports Coaches Association.

Summer is the busiest season of the year. We are able to teach area youth how to swim at the three outdoor pools using the Red Cross method of swimming classes. We also offer four playground sites throughout the City for children to participate in on a daily basis, encouraging them to have fun at creative play with their peers, in a well-supervised setting. Rochester was also selected to be the host community for the annual State Hershey Track and Field Program. This program brought nearly 850 youth, ages 9-14, from over 40 communities to our city for an all-day event. Throughout the

year we offer a wide variety of basketball programs for all ages, with youth leagues in the winter, camps in the summer, and open gym times for all ages year round. We have been fortunate to have the full cooperation of the Spaulding High School coaching staff in running these very successful programs. The department tries to offer a variety of programs for all members of the community. To name but a few, we include: karate, dog obedience, dance, creative movement, adult volleyball, adult walking club, and special trips.

In August, the department moved to its new location, the former Spaulding High School. The move was completed by many volunteers and donated trucks. We were also able to have paint and cleaning materials donated to clean our new home and make it ready for public use. With the new building, we were able to have all of our existing programs under one roof as well as add some new programs, including an adult volleyball league and an adult basketball league.

The Department of Recreation and Youth Services continues to work closely with other city departments and agencies. We strive to service the needs of the community as well as maintain a high quality level.

I would like to thank the City Manager, The Mayor, The City Council, all of the various department heads and their personnel, the citizens of Rochester, and the countless volunteers for showing their support and cooperation over the past year and in helping to make our city a healthy place to live.

Respectfully submitted,

W. Brent Diesel, Director

## **REPORT OF THE OFFICE OF SUBSTANCE ABUSE PREVENTION 1992-1993**

The Office of Substance Abuse Prevention was established in 1989 to create, support and coordinate programs designed to prevent the abuse of alcohol and other drugs by the citizens of Rochester. Anne May is the coordinator of this program. During the fiscal year 91/92 this office became a part of the Department of Recreation and Youth Services.

This office initiates and coordinates the activities of three neighborhood coalitions, Cold Spring Park Neighborhood Coalition, the Academy Street Awareness Program, and the Allen School Neighborhood Coalition. The latter was organized in April, 1993.

Other projects include overseeing the Cooperative Games Project which has brought the experience of playing cooperative games to over 600 children and 100 adults. The benefits of cooperative games increase the protective factors and decrease risk factors for substance abuse. The Cooperative Games Project received the Clarence B. Shelnutt Award for Program Excellence from N.H. Recreation and Park Society in June, 1993.

In addition, the Office of Substance Abuse Prevention has coordinated Red Ribbon Week activities and provided alternative activities to at-risk youth through weekly volleyball games. The office also offers resource and referral services to the residents of Rochester. A grant for partial funding was secured through the county for the 1993 fiscal year.

The Office of Substance Abuse Prevention received a Citation and Certificate of Recognition from the Office of Alcohol and Drug Abuse Prevention Advisory Council. The presentation was made by Governor Merrill.

## **REPORT OF THE ROCHESTER YOUTH CONNECTION**

### **July 1992 - June 1993**

In its seventh year, the Rochester Youth Connection is feeling the effects of a lack of volunteerism. Despite fewer volunteers (only 5 new matches made during the year) many established matches continue and as of the end of June there were 15 matches. The volunteers contribute their time and friendship to children on a one-to-one basis. They contributed approximately 3,200 hours throughout the year.

This year the Rochester Youth Connection thanked the volunteers by honoring them at a Volunteer Appreciation Dinner. Other group activities included the annual summer cookout and Christmas party, a cookout at Fort Foster, a cookout and hike at Blue Job Mountain, a sleigh ride and participation in the Christmas parade.

The Youth Connection also includes the Youth Volunteer Program. A supervisor helps place children ages 12 to 16 in local businesses for 2-4 hours a week. Meetings are held weekly to teach interview and job skills. The youths gain experience and references for future job opportunities. There were 25 youths placed over the past year providing local businesses with approximately 1,200 hours of service.

## **REPORT OF THE JUVENILE COURT DIVERSION PROGRAM 1992-1993**

During the past fiscal year fifty-nine (59) youths were officially referred to Court Diversion. Most referrals came from the juvenile officer; several came from the Rochester Middle School and two (2) came from a parent. Another referral was a transfer case from Keene.

The criminal offenses that were referred were willful concealment, shoplifting, telephone harassment, alcohol possession, vandalism, possession of stolen property, theft, conspiracy, burglary, assault, criminal mischief, false fire alarm, criminal vandalism, criminal liability, OHRV and motor vehicle offenses. The highest number of referrals were for the offenses of willful concealment, theft and assault. Four (4) referrals included multiple charges to an individual for a single incident; these multiples were dealt with within one contract. There were referrals made of repeat offenders.

This year more than half of the youth referred were female. This was interesting and challenging; in fact, it led to the idea of forming an after school group called "Choices" to discuss current issues of importance to them. Also, the average age of youth served was in the middle school range. Frequent visits to the Rochester Middle School strengthened our network and led to the increased use of the program as a valid resource to help curb criminal acts in school. One referral was a high school dropout that decided to go back to school this year.

During this fiscal year forty-three (43) individuals completed contracts as of June 30, 1993. Their completed contracts represented \$624.15 in restitution paid back to victims and/or designated charities and 751.5 hours of community service work. Community service sites were provided by the Fellowship Soup Kitchen, Rochester Daycare, Rochester Recreation Dept., Rochester Red Cross, the Salvation Army, Spaulding Middle School, City Code Enforcement, the Cold Spring Park Neighborhood Coalition, the Office of Substance Abuse Prevention and the Spaulding track coaches.

Without the continued support and supervision provided by the individuals in these organizations Court Diversion could not provide such a diverse range of community service options. Community services provide our youth with a positive means of giving back to the community while being held accountable for their actions. Dedicated site supervisors understand that it is a crucial part of the contract process and provide the support and motivation necessary to help our youth recognize that they can learn from their mistakes and derive positive results.

A total of seventeen (17) referrals were returned over the course of the year. The majority of the returns (7) were due to lack of parental response. Three (3) youths committed a subsequent offense and were returned. Another three (3) youths chose to

go to court and state their innocence. One (1) parent refused services and three (3) youths did not complete their contracts. These cases were also returned for court involvement.

The three (3) volunteer committees continued to meet one night monthly to review cases. Collectively, a total of 240 hours was volunteered to help provide constructive contracts for diverted youths. Two (2) volunteers retired after serving more than ten (10) and seven (7) years respectively. Two (2) new volunteers were recruited and trained, one more position remains to be filled. An Appreciation Dinner was held in April 1993 to thank the volunteers for their continued support and dedication to the program.

Again, this year supervision was given to two (2) graduating student interns from UNH. Together they provide 480 hours of time and were invaluable in providing individual client - centered services to our youth.

All our volunteers brought much skill, talent and commitment to the program and deserve thanks.

The continued support of the Rochester Police Department, through its juvenile officer, and the cooperative, supportive relationships developed throughout the school system are gratefully acknowledged.



**JUVENILE COURT DIVERSION  
1992-1993**

**REFERRALS**

Male	Female	Total
29	30	59
49%	51%	100%

**REFERRAL SOURCE**

Police Dept.	School	Other	Total
45	11	3	59
76%	19%	5%	100%

**OFFENSES**

Willful Conceal.	Theft	Assault	Other	Total
12	8	6	33	59
20%	14%	10%	56%	100%

**RESTITUTION PAID**

\$624.15
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**COMMUNITY SERVICE WORK**

751.5 hours
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**ADULT VOLUNTEER HOURS**

Contract Committee Members 240	UNH Student Interns 480
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**SCHOOL BOARD - CITY OF ROCHESTER**  
**July 1, 1992 - June 30, 1993**

Ward One	Ruth Walsh Frank D. Callaghan
Ward Two	Elizabeth Young Caroline McCarley
Ward Three	Thomas L. Hutchison Richard Sliwoski
Ward Four	David Parent Robbie Parsons
Ward Five	Fred Chisholm Steven Tuttle
At Large	Bert D. George Scott Wensley James Fabiano

**STANDING COMMITTEES**  
**July 1, 1992 - December 31, 1992**

Personnel Committee	Scott Wensley, Chair Bert George Ruth Walsh
Instruction Committee	Thomas Hutchison, Chair David Parent Elizabeth Young
Building Committee	Fred Chisholm, Chair Frank Callaghan Robbie Parsons
Special Services Committee	Richard Sliwoski, Chair James Fabiano Steven Tuttle

Finance Committee

Caroline McCarley, Chair  
Frank Callaghan  
Fred Chisholm  
Bert George  
Thomas Hutchison  
Richard Sliwoski  
Scott Wensley

**STANDING COMMITTEES**  
**January 14, 1993 - June 30, 1993**

Personnel Committee

Scott Wensley, Chair  
Bert George  
Ruth Walsh

Instruction Committee

Thomas Hutchison, Chair  
David Parent  
Elizabeth Young

Building Committee

Fred Chisholm, Chair  
Frank Callaghan  
Robbie Parsons

Special Services Committee

Richard Sliwoski, Chair  
James Fabiano  
Steven Tuttle

Finance Committee

Caroline McCarley, Chair  
Frank Callaghan  
Fred Chisholm  
Bert George  
Thomas Hutchison  
Richard Sliwoski  
Scott Wensley

**SPECIAL COMMITTEES**  
**July 1, 1992 - December 31, 1992**

Discipline Committee	Robbie Parsons, Chair James Fabiano Caroline McCarley
Long-Range Planning Committee	Thomas Hutchison, Chair Frank Callaghan Caroline McCarley Robbie Parsons Richard Sliwoski
Policy Revision Committee	Ruth Walsh, Chair Fred Chisholm Thomas Hutchison
Joint Building Committee - (Gonic Addition)	Bert George, Chair Thomas Hutchison Caroline McCarley Richard Sliwoski Scott Wensley
Joint Building Committee - (Vocational Addition)	Bert George Thomas Hutchison Caroline McCarley Robbie Parsons Scott Wensley
Joint Building Committee - (McClelland)	Frank Callaghan Fred Chisholm Caroline McCarley David Parent Richard Sliwoski Scott Wensley
Joint Building Committee - (Middle School)	Fred Chisholm, Chair Frank Callaghan Caroline McCarley David Parent Richard Sliwoski Scott Wensley

Joint Building Committee -  
(Renovations)

Bert George  
Thomas Hutchison  
Caroline McCarley  
Robbie Parsons  
Scott Wensley

**SPECIAL COMMITTEES**  
**January 14, 1993 - June 30, 1993**

Discipline Committee

Robbie Parsons, Chair  
James Fabiano  
Caroline McCarley

Policy Review Committee

Ruth Walsh, Chair  
Fred Chisholm  
Thomas Hutchison

**PERSONNEL**

Superintendent of Schools

Dr. Raymond Yeagley

Assistant Supt. of Schools

Dr. George S. Reid (thru 1/29/93)  
George Cote (interim thru 4/16/93)  
Michael L. Hopkins (as of 4/17/93)

Director of Pupil Services

William Miller

Transportation Coordinator

Dr. George S. Reid (thru 1/29/93)  
George Cote (interim thru 4/16/93)  
Michael L. Hopkins (as of 4/17/93)

Director of Buildings, Grounds,  
and Maintenance

John Laverdiere

Assistant Director of Buildings,  
Grounds and Maintenance

Adelard (Joe) Breton

Director of School Lunch

Sherilyn Baribeault

School Nurses

Jacqueline Brennan, RN  
Sharon Croft, RN  
Joanne Clark, RN  
Ann Moynihan, RN  
Judy Boardman, RN

Supervising Principals

Robert Bouchard - Spaulding High School  
Paul Asbell - Spaulding Middle School  
Michael Hopkins - Allen School  
Sally Riley - Chamberlain Street School  
Dr. David Chick - New East Rochester  
School  
Lynn Ritvo - McClelland School  
Robert Rosenblatt - Gonic School

# REPORT OF THE SUPERINTENDENT OF SCHOOLS FOR SCHOOL YEAR 1992-93

*To the School Board and Citizens of Rochester:*

During the 1992-93 school year, Rochester Schools moved its strategic planning process to the building level. In this process the district-wide strategic plan, adopted two years ago, is used as the springboard for further long-range planning at each school. Strategic planning, however, goes beyond traditional long-range planning. It involves identification of fundamental beliefs about what education should be and adoption of a basic mission for the school based on those beliefs. The planning committee then looks at the strengths and weaknesses of the school in achieving the mission, with a focus on using the strengths to overcome the weaknesses and improve education. Based on the analysis of these strengths and weaknesses, objectives are identified and action plans created to assure that the school can achieve its goals.

In addition to strategic planning, the district entered into a four year focus on curriculum revision. As the first step, secondary math teachers and elementary teachers spent a great deal of after school time revising the mathematics curriculum. Using new standards from the National Council of Teachers of Mathematics, the staff members created a new curriculum which is designed to better prepare students for the ever-changing workplace and better career opportunities. The new curriculum spends more time on problem-solving, logic, and critical thinking skills, while improving the treatment of math facts such as multiplication tables, and drill. The new math curriculum deals in student outcomes, as will the other curricula in the revision cycle. The coming year will involve development of the assessment portion of the math curriculum and the first phases of revising the language arts curriculum and science curriculum.

The Spaulding High School staff completed a self-study in preparation for a visiting team from the New England Association of Schools and Colleges, the agency which accredits elementary and secondary schools as well as colleges in New England. Accreditation is very important for graduating seniors who apply to colleges. Frequently, the accreditation status of a high school is used as a factor in acceptance or rejection of students at the college level.

The district completed its moves into a new middle school and the renovated Spaulding High School. This move resulted in elimination of all modular classrooms and brought the total capacity for students to more than 5,000, allowing for the growth projected through the next ten years or more. We now house 2,000 elementary and pre-school students in eight buildings.

The School Board conducted a complete review and revision of its policy book to bring existing policies into compliance with new laws, to identify new policy needs, to create a more usable format for locating and using the policies, and to assure that

all parties needing the policy books have current information. In all, there were more two hundred changes made. The policies are available for public review at the office of the Superintendent of Schools during normal working hours.

In addition to new policies, the district completed its first complete set of job descriptions for all positions. Development of these involved the people in the positions, administrators, school board members, and others. In an effort to increase accountability, the job descriptions are being used as the basis for new evaluation forms and a stronger evaluation process throughout the district.

The Board also implemented a new transportation planning system which will result in more efficient use of school buses and will help to keep transportation costs lower. The program involves the use of a digitized map of the city on a computer. The map contains the addresses of all school children in the city and permits the School Department to generate several sets of bus routes, then select the one that is most efficient and the best overall plan for students. As a result of the more efficient planning, as well as a competitive bidding climate, Rochester has reduced the time that most students will spend riding buses during school year 1993-94. As a bonus, we have also been able to lower the total cost of transportation.

The Board also approved a contract with a facilities management company to help streamline and improve the custodial, maintenance, and grounds operations. The company, ServiceMaster, specializes in managing hospital and school facilities. Among the benefits of the program are better accounting of preventive maintenance on expensive equipment, technical assistance on special problems through ServiceMaster's nationwide engineering services, and a better means of measuring productivity and maintaining accountability in the buildings and grounds operation. We anticipate that, in spite of a higher annual cost in the operation, the district will realize long-term savings through increased life of equipment and improved maintenance.

Although we recognize the need for continuing improvement in the district, we believe that the accomplishments of School Year 1992-93 have contributed to a better education for Rochester students.



# REPORT OF THE TAX COLLECTORS DEPARTMENT

## 1992-1993

The responsibilities of the department consist of collection of property taxes, the proper execution of Tax Liens on delinquent Tax Bills. The redemption of Tax Liens through the register of Deeds, on all Tax Liens paid. The notification on all properties going to Tax Deed, according to all laws, mandated by State Statute R.S.A. 80:76. The Tax Warrant for 1992-93 was \$24,747,368.50, resulting in approximately 21,500 Tax Bills.

The collection of quarterly Water Bills is also the responsibility of this department. We have approximately 7,000 water bills, processed quarterly.

On August 4th of 1992, our new computer system was installed. On November 4th 1992, we became a State Municipal Agent. In doing so we were able to charge a fee of \$2.50 per registration on those requesting the State Stickers from this office. As of June 30, 1993, we have taken in the amount of \$17,100.00 from this service alone. Total to date on all vehicles registered in the city is the amount of \$1,543,232.60.

July 1, 1992, we hired a new part-time staff member, allowing this office to function more effectively and give better service to the public, especially with the increased work load and attention to detail that this office is required to handle.

Property Tax .....	\$24,747,368.50
Yield Tax .....	3,872.60
Int. On Delinquent Taxes - Prop.....	647,178.60
Current Use Removal.....	66,848.52
Motor Vehicle Permits.....	1,543,232.60
Misc. - RR Nat'l BK Tax .....	2,477.89
Water/Sewer .....	4,058,504.37

I would like to express my appreciation to the Staff Members, Jackie Goodwin, Deputy Tax Collector and the two Senior Clerks: Cecelia Smith and Doreen Jones. A special Thank You to Dory Goyette, who worked as our new part-time staff member. We feel that we have improved the office and the service to the public, by working together as a team.

Respectfully submitted,

Marianne Douglas  
Tax Collector

## REPORT OF THE WELFARE DEPARTMENT 1992-1993

The city budgeted \$219,900.00 for direct assistance in 1992-93. Again this fiscal year the high demand we had been seeing for direct assistance dropped.

The Welfare Department also received grants from McKinney funds for the year in the amount of \$5,333.33. This was spent on security deposits, mortgage payments, back rent to stop evictions as well as payments for back-due utilities.

The Welfare Department provided direct assistance during this period to 210 single persons and 198 families for a total of 408 cases. The average length of assistance per case was 34.2 days. 167 cases were one-time only assistance. Emergency temporary assistance was offered with every effort being made to assist recipients in reaching the goal of becoming independent of city assistance as soon as possible. Guidance was offered in doing job searches, locating housing, budgeting money and applying for assistance from other agencies where appropriate.

All welfare recipients, unless excused because of disabilities or the need to care for small children, are required to work on the city work program. A total of 6,095 hours were worked off, representing \$30,475.00 of assistance. \$9,206.52 was received in reimbursements.

Expenditures for direct assistance were as follows:

Groceries .....	\$ 1,413.84
Fuel.....	2,963.10
Rent .....	106,815.24
Medical.....	7,965.67
Utilities.....	9,143.63
Dental .....	1,200.00
Burials .....	2,500.00
Busfare .....	775.60
Miscellaneous.....	73.80
TOTAL .....	<u>\$132,850.88</u>

Office expenditures were budgeted at \$98,444.00. Total expenditures were \$100,756.69.

The Welfare Department ran a Christmas Project again this year. Through donations we were able to provide items of new winter clothing and toys for 105 children and help for 57 families.

I would like to express my thanks to the other two members of the Welfare Department - Judith Paradis, Social Worker and Gail Bennett, Secretary. We have worked together this past year in a team effort with a goal of effectively administering to those in need in the most cost efficient manner possible.

Respectfully submitted,

Jane F. Hervey  
Director of Welfare





